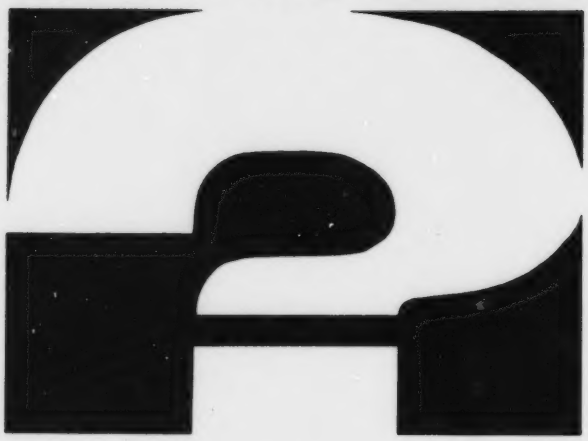
ACCESS TO INFORMATION



INDEX

Yukon
Education
Libraries & Archives

ACCESS TO INFORMATION

INDEX

PREPARED BY THE YUKON ARCHIVES
MAY 1986

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INTRODUCTION

The Access to Information Act was passed by the Yukon Legislative Assembly in November 1983 and implemented April 1, 1984. The act provides for reasonable access by the public to information contained in Yukon government records and defines the specific reasons whereby a request may be denied.

In order to assist the public in determining what information is available in government records, an Access Index was prepared. It was compiled from an inventory of government files completed between October 1983 and May 1984. The government files maintained by Records Services in the two record stations in the Yukon Government building were surveyed as well those maintained by individual departments in off-site locations. The Index was completed in early 1986 following several reorganizations of government departments.

The Access Index contains a description of each department's overall responsibilities and its abbreviated file plan, plus the responsibilities and file plans for specific branches within the department. Only branches or units maintaining a separate set of files are listed. The Index also provides an alphabetical subject index to the active records in a department or branch. For easier identification the subject index has been typed on blue pages.

Instructions on how to use the Index are included along with lists of government branches and corresponding departments, and published reports found in government files.

The appendix contains a copy of the brochure describing the Access to Information Act, the act itself, as well as section 8 of the act which lists the reasons a request may be denied. The policies and procedures pursuant to the legislation, a schedule of fees and a sample application form are also included.

The Archives will be receiving file plan updates from all departments every six months in order to update the Access Index.

HOW TO USE THE ACCESS INDEX AND MAKE AN ACCESS REQUEST

Request made in person at the Yukon Archives.

1. Read

   a) Section 1, the Introduction, which provides some information about the Access Index; (see page 1),
   b) Section 7, Appendix (1) which is a brochure describing the Access to Information Act; (see page 106).
   c) Section 7, Appendix (3) which is a list of the reasons whereby a request may be denied; (see page 115).

2. Look through the subject index in Section 4 (the coloured pages) to see if there is a subject heading for the topic in which you are interested. If there is not, then proceed to step 3. If there is, then:

   a) record the file numbers and the corresponding branch or department listed.
   b) examine Section 5 in the Index and identify which department is responsible for the branch files you have listed.
   c) complete an Access to Information application form and pay the five dollar application fee. On the form list the specific files in each branch or department that you are requesting.
   d) you will be notified in writing within thirty days whether your access request has been granted or denied.

3. If you cannot locate a subject heading in the subject index for the topic in which you are interested, then

   a) look in Section 3 of the Index to identify the department responsible for that particular information. Read the descriptions of responsibilities of the departments and branches and examine the abbreviated file plans.
   b) if you locate relevant information in the abbreviated file plans or departmental descriptions, then ask the reference desk attendant to show you the pertinent departmental file plan. Once you identify specific files of interest then go back to step 2(c).
   c) if you still cannot locate the information you require then request assistance from the reference desk attendant in the Yukon Archives.
   d) complete an Access to Information application form and pay the five dollar application fee. On the form list, in as much detail as possible, the specific information you require. Archives staff will provide three hours of assistance in identifying material before additional charges are made.

e) if longer periods of assistance are required, you will be asked to complete a form authorizing the specific amount of time to be spent and the corresponding charges to be incurred.
f) you will be notified in writing within thirty days whether your access request has been granted or denied.

Telephone or Written Requests

1. You may phone an access request to the Yukon Archives at 667-5321 or use the toll free number within the Yukon: 1-667-5955. Written requests can be directed to the following address:

Yukon Archives
Box 2703
Whitehorse, Y.T.
Y1A 2C6

2. Specify the particular file you wish to examine or the specific information you wish to obtain.

3. Confirm with Archives Staff the amount of research time you are willing to authorize and pay for to identify this information. Archives staff will spend three hours working on your request before an additional charge is made.

4. Mail in the $5.00 application fee, plus money for any research fees you have authorized, or a signed letter agreeing to pay for the defined amount of research time. Your request cannot be activated until the $5.00 application fee has been received. Please make cheques or money orders out to the Territorial Treasurer.

DEPARTMENTAL RESPONSIBILITIES

COMMUNITY AND TRANSPORTATION SERVICES

The Department of Community and Transportation Services is comprised of five branches. These are Community Services, Lands and Housing, Highways and Transportation, Municipal Engineering, and Administration.

The Department is responsible for promoting local self government in Yukon communities and assisting in the provision of municipal services. It provides for the development and management of Yukon lands and special needs housing. It is also responsible for maintaining and improving the Yukon's transportation infrastructure and facilitating the orderly development of commercial and private motor vehicle transportation.

MAIN DEPARTMENTAL FILE BLOCKS

2800	ADMINISTRATION
2805	AGRICULTURAL POLICY
2820	STUDIES
2830	FINANCE
2832	FRANCHISE AGREEMENTS
2840	LAND
2841	COMMUNITY PLANNING
2843	TIMBER
2844	LAND RESERVATIONS
2845	LAND USE
2847	CEMETERIES
2850-2856	MUNICIPAL SERVICES
2860	ACTS
2870	PERSONNEL

COMMUNITY SERVICES

The Community Services Branch is comprised of three units, namely Municipal Administration, Protective Services and Recreation.

Municipal Administration is charged with the responsibility of promoting the development of municipal government in the Yukon, promoting financial stability and providing an equitable level of service in Yukon communities.

PROTECTIVE SERVICES

Protective Services provides fire protection (except in Whitehorse) and ambulance services throughout the Yukon. The branch is also responsible for the development and enforcement of safety and protective standards along with the establishment and maintenance of emergency measures organizations and plans in all communities.

FILE BLOCKS

2810	CONFERENCES AND MEETINGS
2825	COURSES AND TRAINING
2860	ACTS
2870	PERSONNEL
3000	ADMINISTRATION
3000-2	ELECTRICAL INSPECTIONS
3000-3	PLUMBING AND GAS INSPECTIONS
3000-4	BUILDING INSPECTIONS
3002	FIRE MARSHALL AND FIRE PROTECTION
3004	FIRE INSPECTIONS
3005	FIRE BREAKS
3006	FIRE DEPARTMENTS
3008	AMBULANCE SERVICES
3010	BOILER
3012-3016	STEAM ENGINEERS, ELEVATORS, TRAMWAYS AND WELDERS

RECREATION

The Recreation branch encourages optimum participation in sport, fitness, arts and general recreation at various levels from recreational enjoyment through to the pursuit of excellence. It is achieved by enabling the orderly development of recreation based in and determined by the communities and by enabling the orderly development of territorial sport, fitness and arts programs.

FILE BLOCKS:

4400	ADMINISTRATION
4403	ACTS & REGULATIONS
4405	FINANCE
4410	PERSONNEL
4415	EQUIPMENT & SUPPLIES
4420	FEDERAL GOVERNMENT
4425	NATIONAL ASSOCIATIONS/CONFERENCES
4430	PROVINCIAL GOVERNMENTS
4435	RECREATION BRANCH PROGRAMS
4440	ARTS PROGRAMS
4445	TERRITORIAL ARTS ASSOCIATIONS
4450	SPORTS & GAMES PROGRAMS
4455	TERRITORIAL SPORTS/FITNESS ASSOCIATIONS
4460	SPECIAL RECREATION PROGRAMS/ASSOCIATIONS
4465	YOUTH ORGANIZATIONS
4470	COMMUNITIES

LANDS AND HOUSING

This branch is comprised of Lands, the Yukon Housing Corporation and Property Assessments.

YUKON HOUSING CORPORATION

The Yukon Housing Corporation is the Yukon government's housing agency, whose prime responsibility is to provide access to housing for individuals and families unable to obtain adequate housing in the marketplace. The corporation administers various low-cost housing programs for Yukon families and senior citizens, in conjunction with community housing associations and the Whitehorse Housing Authority. In addition, housing is made available and leased to Yukon government employees under the staff housing program.

FILE BLOCKS

1-00	ADMINISTRATION
1-01	ACTS, BYLAWS, LEGISLATION
1-02	AGREEMENTS
1-03	BOARDS, COMMITTEES, CONFERENCES
1-04	CONTRACTS, CONSTRUCTION
1-05	CORPORATIONS, COMPANIES, SOCIETIES
1-06	FINANCE
1-07	INVENTORY
1-08	PERSONNEL
1-09	PUBLICATIONS & RESOURCES
1-10	RESEARCH & STATISTICS
2-00	PROGRAMS

PROPERTY ASSESSMENTS

This unit provides property assessment services to all Yukon taxing authorities by preparing assessment rolls for municipalities and the Yukon government. The branch defends assessments at assessment review and appeal board hearings, assists the territorial tax collector and provides a real property appraisal service to other government departments.

FILE BLOCKS

	GENERAL
	FRONTAGE
	MARKET DATA
06-99-00-00 to 06-70-00-09	APPRAISALS
	AMALGAMATIONS
(files for each community)	ASSESSMENT COMPLAINTS
	YTG GRANT-IN-LIEU
	FEDERAL GRANT-IN-LIEU
	TRAILER PARKS
06-95-03-00 to 06-17-00-00	QUAD FILES
06-50-00-21 to 06-50-00-50	MISCELLANEOUS

HIGHWAYS AND TRANSPORTATION

The Highways and Transportation branch is responsible for the maintenance, construction and reconstruction of Yukon highway structures. The branch maintains weigh stations which enforce the regulations of the Motor Vehicles, Motor Transport, Highways and Fuel Tax Acts. Arctic 'B' and 'C' airports are maintained along with certain airport facilities and emergency airstrips.

FILE BLOCKS

2000	ADMINISTRATION
2010-2020	AIRPORTS
2030	BRIDGES
2040	COMMUNICATIONS
2060	CONTRACTS
2070	EQUIPMENT
2075	FERRIES & BOATS
2080	FINANCE
2085	GRAVEL PITS
2090	LAND
2119	ACTS
2120	PERSONNEL
2140-2146	ROADS
2164	HIGHWAY MAINTENANCE
2165	TRANSPORTATION
2190	WEIGH SCALES
3390	WEIGH SCALES
3620	MOTOR TRANSPORT
3206	TRANSPORT SERVICES

MOTOR VEHICLES

The Motor Vehicles section is responsible for facilitating highway safety and providing a vehicle identification and control system.

FILE BLOCKS

3326	ACCIDENT REPORTS
3332	CONVICTIONS & SUSPENSIONS
3333	DRIVER CONTROL BOARD
3334	DRIVER LICENSING
3335	DRIVER TESTING & EXAMINATIONS
3336	DRIVER TRAINING
3341	FINANCE
3348	INSURANCE
3355	MOTOR VEHICLE - GENERAL
3356	MOTOR VEHICLE REGISTRATION
3362	PERMITS
3368	SAFETY
3370	TERRITORIAL AGENTS

ECONOMIC DEVELOPMENT: MINES AND SMALL BUSINESS

The Department of Economic Development is responsible for developing plans, strategies and programs designed to expand and diversify the territory's economic base, while ensuring the involvement and protection of the Yukon's interest in resource development. Its programs and services are administered through four branches - Energy and Mines, Economic Policy Planning and Research, Small Business and Administration.

Energy and Mines is responsible for formulating and implementing a long-term strategy for the development, supply and use of energy in the territory. It also seeks, in concert with the federal government, to formulate and implement strategies and revenue-sharing agreements for the orderly development of the territory's non-renewable resources. The branch administers three programs through cost-shared agreements with the federal government. These are Special ARDA, the Conservation and Renewable Energy Demonstration Program, and the Energy Conservation Incentive Program.

The mandate of the Economic Policy Planning and Research branch is to co-ordinate the over-all economic development process and to formulate policies and programs to stimulate development that will benefit all Yukoners. The Yukon Economic Council comes under this branch.

The Small Business branch facilitates the development of the territory's small business community through its financial and advisory support agency, the Business Development office.

Administration provides financial, personnel and general administrative support services for the department.

The Department of Economic Development no longer uses a block filing system. Its files are set up on a yearly sequential system with a computerized index.

EDUCATION

The Department of Education consists of five branches - Public Schools, Advanced Education and Manpower, Libraries and Archives, Policy Planning and Evaluation, and Finance and Administration.

The Public Schools branch provides primary, elementary and secondary education to all school age children in the Yukon. It administers and evaluates all education programs, hires and certifies teachers, develops appropriate curricula and develops appropriate legislation, policies and agreements. The French Language Centre is under the jurisdiction of the Public Schools branch.

The Advanced Education and Manpower branch is responsible for institutional training, apprenticeship training, tradesmen's certification, industrial training, post-secondary student financing, manpower planning and employment development programs. Yukon College falls under the mandate of this branch.

MAIN DEPARTMENTAL FILE BLOCKS

1400	ADMINISTRATION
1402	ACTS
1404	POSTSECONDARY GRANTS & SCHOLARSHIPS
1405	TRAINING ALLOWANCES (YUKON COLLEGE)
1406	CANADA STUDENT LOANS
1407	SCHOOLS
1408	FRENCH LANGUAGE PROGRAMME
1414	NATIVE EDUCATION
1418	KINDERGARTEN
1422	SPECIAL EDUCATION
1424	STUDENT ACCOMMODATION
1425	SCHOOL RECORDS
1426	SCHOOL ADMINISTRATION
1435	FINANCE
1442	AGREEMENTS, ACTS & SUBMISSIONS
1446	ADVANCED EDUCATION & MANPOWER - CORRESPONDENCE
1458	Y.T.G. IN-HOUSE APPRENTICESHIP PROGRAM
1460	APPRENTICE TRAINING - GENERAL
1462	INDUSTRIAL TRAINING
1464	TRADESMEN QUALIFICATIONS
1466	INTERPROVINCIAL STANDARDS
1472	BUSSING
1476	MAINTENANCE
1485	MANPOWER POLICY AND PLANNING
1486	INDUSTRIES
1487	TERRITORIAL GOVERNMENT DEPARTMENTS
1488	FEDERAL GOVERNMENT DEPARTMENTS
1490	SPECIAL PROJECTS

FRENCH LANGUAGE CENTRE

The French Language Centre promotes French language education through French programs in the schools and French courses for adults throughout the Yukon.

The French Language Center's files are kept at its office and are arranged alphabetically. There are, however, plans to move them into the main departmental files in 1986.

YUKON COLLEGE

Yukon College offers adult training and post-secondary courses to the adult population of the Yukon.

FILE BLOCKS

0001-0149	FINANCE
1000-1156	ADMINISTRATION
1600-1752	SUPPORT SERVICES
2000-2353	INFORMATION SERVICES
2500-2808	STUDENT SERVICES
3000-3129	COMMITTEES
3400-3987	COURSE PLANNING AND DEVELOPMENT
4000-4729	DAY PROGRAMMING
5000-5704	EXTENSION PROGRAMMING
5800-5900	COMMUNITIES

LIBRARIES AND ARCHIVES BRANCH

The objectives of this branch are to provide library and archival services to all Yukon residents and to provide adequate documentation of the history of the Yukon. The branch works to provide for increased community involvement in public library development in the Yukon. The Archives is responsible for ensuring that the government's records are maintained and preserved in accordance with the provisions of the Archives Act and its attendant regulations. The branch also provides the mechanism for access to government records, through administration of the Access to Information Act.

FILE BLOCKS

4081	ADMINISTRATION
4082	FINANCE
4083	PERSONNEL
4084	EQUIPMENT & SUPPLIES
4085	ACCOMMODATIONS

YUKON ARCHIVES OPERATIONS

4086	ARCHIVES OPERATIONS
4086-1	CORRESPONDENCE
4086-2	DOMINION, PROVINCIAL & TERRITORIAL ARCHIVISTS MEETING
4086-3	CANADIAN COUNCIL OF ARCHIVES
4086-4	ACQUISITIONS AND ACCESSIONING
4086-5	REFERENCE MATERIAL
4086-6	PROGRAMS AND PUBLICATIONS
4086-7	PHOTOGRAPH DUPLICATION SERVICE
4086-8	RESEARCH REQUESTS
4086-9	CONSERVATION
4087	RECORDS SERVICES OPERATIONS
4088	ACCESS TO INFORMATION

LIBRARY OPERATIONS

4020	GENERAL
4025	TECHNICAL SERVICES
4030-4040	PUBLIC LIBRARY SERVICES
4030	AUDIO-VISUAL SERVICES
4035	PUBLIC LIBRARY SERVICES
4036-1	BRANCH LIBRARIES
4036-2	COMMUNITY LIBRARIES
4036-3	WHITEHORSE PUBLIC LIBRARY

EXECUTIVE COUNCIL OFFICE

The Executive Council Office is principally responsible for the provision of support services to Cabinet and its committees. These services include administering all requests for Cabinet decisions, providing policy analysis and policy coordination, undertaking special research and advising Cabinet and all departments on all intergovernmental matters. The Executive Council Office also provides administrative support to Cabinet, the Government Leader, the Commissioner, the Internal Auditor, the Land Claims Secretariat, Intergovernmental Relations, the Bureau of Statistics and the Federal Relations office in Ottawa .

FILE BLOCKS

1000	POLICY AND PROCEDURE
1001	RESEARCH
1002	SUBCOMMITTEE ON LEGISLATION
1003	SUBCOMMITTEE ON FINANCE
1004	LEGISLATURE PLANNING
1005	CONSTITUTIONAL DEVELOPMENT PAPERS
1006	PERMANENT ADVISORY COMMITTEES
1007	AWARDS
1008	REVIEW OF CABINET SUBMISSIONS
1009	ADMINISTRATION
1010	CABINET COMMITTEE ON STATUTORY INSTRUMENTS
1012	REGULATIONS

INTERGOVERNMENTAL RELATIONS

The Intergovernmental Relations branch is responsible for providing advisory and coordinating services to Cabinet and to all departments on all matters with intergovernmental aspects. The branch is responsible for protocol, special project coordination and developing and maintaining relations with all other orders of government.

The files of the Intergovernmental Relations branch are incorporated with those of the Cabinet Office. They are organized in a yearly sequential system with a computerized index.

LAND CLAIMS SECRETARIAT

The secretariat is responsible for representing the Yukon government's responsibilities with respect to the resolution and implementation of aboriginal claims and provides advice to Cabinet on constitutional matters.

FILE BLOCKS

5000	LAND CLAIMS SECRETARIAT
5005	LAND CLAIMS-NATIONAL
5010	LAND CLAIMS-INTERNATIONAL
5015	NATIVE PEOPLES-NATIONAL
5020	NATIVE PEOPLES-INTERNATIONAL
5025	YUKON-INFORMATION
5030	GOVERNMENTS-INFORMATION
5035	CLIPPINGS, PUBLICATIONS & MEDIA

FILE SYSTEM UNDER REVIEW

PUBLIC AFFAIRS BUREAU

The bureau provides in-house public relations consulting and production services through the information and photography sections, as well as the Inquiry Centre. These services are provided to all government departments, agencies and corporations. In addition to the following numbered files, there are many files organized alphabetically by subject.

FILE BLOCKS

7020	ADMINISTRATION
7023	FINANCE
7026	PERSONNEL
7028	PRINTING & PUBLICATION

FINANCE

The Department of Finance ensures that the Yukon government's financial resources are well planned, properly utilized and controlled in a manner consistent with the priorities of the government. The department is also responsible for:

- management of the Yukon Consolidated Revenue fund
- maintaining and developing official government accounting and financial systems and records
- processing and payment of suppliers' accounts
- processing and payment of government payroll
- preparation of territorial accounts and other periodic financial statements and financial information
- collection of all taxes and revenue

The department also provides financial advice and analytical support to the Management Board of Cabinet and provides overall guidance and leadership in all financial areas of the government.

MAIN DEPARTMENTAL FILE BLOCKS

4100	FINANCE
4102	ADMINISTRATION
4120	ACCOUNTS PAYABLE
4140	ACCOUNTS RECEIVABLE
4160	ARRANGEMENTS & AGREEMENTS
4190	AUDITS
4200	BANKS
4210	BUDGETS
4235	CODING
4240	CONTRACTS
4300	FORMULA FINANCING
4360	LOANS
4362	PAYROLL
4410	TAXES
4430	TREASURY

GOVERNMENT SERVICES

The Department of Government Services provides a central service for all general services to government departments. It is comprised of four branches - Administration, Systems and Computing Services, Supply Services and Public Works. The responsibilities of these branches include the following:

Administration: Contract administration
Insurance
Property management

Systems and Computing Services: Electronic data processing

Supply Services: Equipment purchasing
Purchasing of supplies
Fleet management & travel reservations
Printing & duplicating systems
Records management & mail services

Public Works: Building construction and maintenance

MAIN DEPARTMENTAL FILE BLOCKS

7000	ADMINISTRATION
7003	FINANCE
7005	SYSTEMS AND COMPUTING SERVICES
7010	SUPPLY AND SERVICES
7011	INSURANCE
7012	CONTRACTS
7015	EQUIPMENT
7040	PROPERTY MANAGEMENT
7042	OFFICES
1245	SECURITY
2020	PUBLIC WORKS

Supply Services, Records Services (a unit of Supply Services) and Systems and Computing Services maintain on-site file systems. Supply Services files its operational records by program and by alphabet. Record Services uses a yearly sequential filing system with access via a computerized index. Systems and Computing Services maintains some on-site files on a project basis.

HEALTH AND HUMAN RESOURCES

The Department of Health and Human Resources is responsible for administering programs to promote and improve the health and social well-being of individuals and families in the Yukon through its two branches, Health Services and Human Resources.

HEALTH SERVICES

Health Services provides administrative and financial support for health care services throughout the Yukon and administers the Yukon Health Care Insurance Plan, the Yukon Hospital Insurance Plan and a range of allied "insurance services". Vital Statistics, Speech, Language and Audiology, and Family Life Services are also responsibilities of this branch.

FILE BLOCKS

1700	AGREEMENTS
1701-02	DISEASE
1703	COMMITTEES
1704	FINANCE
1705	COMMUNITY HEALTH SERVICES
1707-8	VITAL STATISTICS
1711	ADMINISTRATION
1713	TRAVEL FOR MEDICAL TREATMENT
1717	YUKON HEALTH CARE INSURANCE PLAN
1718	HOSPITAL SERVICES
1728	ACTS/REGULATIONS & RELATED CORRESPONDENCE

HUMAN RESOURCES

Human Resources is responsible for the delivery and administration of programs in income maintenance, services for the elderly, community and family services, child care and the protection of children, juvenile probation, services to single parents, foster and adoption services, lodges for seniors, rehabilitation services to disabled persons, child welfare homes and facilities, and alcohol and drug treatment/education/prevention programs.

FILE BLOCKS

1775-1785	ALCOHOL AND DRUG PROGRAMS - ONSITE AT ALCOHOL & DRUG SERVICES
1800-1805	ADMINISTRATION
1810	PERSONNEL
1820	REPORTS
1830	FINANCE
1840	LEGISLATION
1850-1851	CHILD WELFARE AND DAYCARE
1860	GROUP HOMES
1870-1875	SERVICES TO THE AGED
1880	SOCIAL ASSISTANCE
1885	YOUTH SERVICES
1751-1765	REHABILITATION SERVICES

JUSTICE

The Justice Department provides legal advice and legal services to all departments of the Government of Yukon, and provides a variety of services to the public. It administers the Yukon Supreme Court and the territorial courts in Whitehorse, the circuit courts to the other communities, and the Justice of the Peace courts located throughout the Yukon. The land titles, public administrator, legal aid and sheriff's offices are also administered by this department. Probation Services maintains offices in Whitehorse, Watson Lake, and Mayo, and Institutional Corrections runs the Whitehorse Correctional Centre. The department is also responsible for the development of human rights policy. Consumer and Corporate Affairs and the two Crown Corporations, the Yukon Liquor Corporation and the Workers' Compensation Board, are administered by this department.

MAIN DEPARTMENTAL FILE BLOCKS

2594	LEGAL ADVISOR
2595	CORRECTIONS
2606	LEGISLATION/ACTS
2615	R.C.M.P. SERVICES
2619	ADMINISTRATION OF JUSTICE
2621-2 to 2621-5	CASE FILES
2625	ACTS
3511	HUMAN RIGHTS

FINANCE AND ADMINISTRATIVE SERVICES

The Finance and Administrative Services branch provides a centralized administrative and support service to all branches of the department.

FILE BLOCK

2400	ADMINISTRATION
2409	ACCOMMODATION
2410	FINANCE
2420	PERSONNEL
2430	CORRECTIONS
2441	SUPREME COURT
2490	POLICING YUKON

PUBLIC ADMINISTRATOR

The Public Administrator acts as the administrator of the estates of deceased persons who die testate or intestate in the Yukon, or who die outside the Yukon, leaving assets in the territory. In addition, the Public Administrator is responsible for the estates of minor children and missing persons and is the trustee for the estates of people who are incapable of handling their own affairs by reason of medical insanity. The Public Administrator also acts as chief coroner for the Yukon. The administrative files of the Public Administrator are alphabetically arranged by file title and they do not have file numbers. There is a file plan which lists the files.

WHITEHORSE CORRECTIONAL CENTRE

The Whitehorse Correctional Centre provides for the protection, care and welfare of the individual in custody. Corrections attempts to bring about positive changes in the attitudes and skills of individuals and to promote the prevention of crime and the rehabilitation of the offender.

FILE BLOCKS

100	ADMINISTRATION
200	PERSONNEL
300	FINANCE
600	INSPECTIONS
800	DIRECTIVES
900	TRAINING
1900	LEGISLATION

Resident System

01	CORRESPONDENCE
02	RELEASES AND LEAVE
03	LEGAL
04	DISCIPLINE
06	MEDICAL HEALTH
10	ACTIVITIES

CONSUMER AND CORPORATE AFFAIRS

Consumer and Corporate Affairs is responsible for promoting and developing orderly and responsible commercial, employment and professional practices in the Yukon. Program objectives of the branch are to increase consumer knowledge, to protect and enhance the public interest in professional and commercial activities and to establish a safe and equitable work environment. Lastly, the branch aims to establish and maintain enabling legislation and basic disclosure and information requirements related to commercial activities.

FILE BLOCKS

3200	ADMINISTRATION
3204	FINANCE
3208	PERSONNEL
3400	ADMINISTRATION (CORPORATE)
3405	COMPANY FILES
3500	ADMINISTRATION (LABOUR)
3512	LABOUR - GENERAL
3513	LABOUR SERVICES
3516	OCCUPATIONAL HEALTH & SAFETY
3620	ACTS
3640	CONSUMER COMMUNICATIONS

WORKERS' COMPENSATION BOARD

The Workers' Compensation Board consists of three members appointed by the Commissioner in Executive Council. The board administers the Workers' Compensation Act, which provides financial protection, medical benefits and rehabilitation services to workers and their dependents in case of injury or death arising out of and in the course of employment. The board provides adjudication of workers' claims for compensation, with each case decided on its own merits. There is a merit rebate plan which recognizes an employer's accident experience by encouraging accident prevention.

FILE BLOCKS

3500	WCB - GENERAL
3501	ADMINISTRATION
3502	CLAIMS
3503	REHABILITATIONS
3504	ASSESSMENT
3505	SAFETY
3506	PERSONNEL
3507	WCB BOARDS
3508	INDUSTRIAL DISEASES
3509	CRIMINAL INJURIES COMPENSATION

YUKON LIQUOR CORPORATION

The Yukon Liquor Corporation regulates the importing, distribution and retailing of all alcoholic beverages within the Yukon and ensures that the requirements of the Liquor Act and the attendant regulations are upheld. It is also responsible for the issuance, cancellation and suspension of liquor licences, enforcement of the ordinance, inspections and all other matters relating to control of the sale of liquor.

There is a board of directors that is in charge of all legislated responsibilities, as well as being involved in the evolution of by-laws, budget policies and corporate budget matters. This appointed board functions with full authority under the Yukon Liquor Act.

The administrative files of the Yukon Liquor Corporation are arranged alphabetically and there is no filing plan.

LEGISLATIVE ASSEMBLY OFFICE

The objective of the Legislative Assembly office is to enable the Yukon Legislative Assembly and its members to carry out their functions by providing administrative support systems and parliamentary expertise.

MAIN DEPARTMENTAL FILE BLOCKS

1020	HOUSE PROCEDURES
1021	ASSEMBLY SUPPORT
1022	HANSARD UNIT
1023	CORRESPONDENCE
1024	COMMONWEALTH PARLIAMENTARY ASSOCIATION
1025	CLERKS-AT-THE-TABLE ASSOCIATION
1026	FEDERAL PARLIAMENTARY AND STANDING COMMITTEE
1027	CANADIAN STUDY OF PARLIAMENT GROUP
1031	LEGISLATIVE LIBRARY
1032	RESEARCH AND MISCELLANEOUS PAPERS
1033	LEGISLATION
1038	ADMINISTRATION
1039	FINANCE
1100	ELECTIONS
1102	ELECTORAL DISTRICTS

PUBLIC SERVICE COMMISSION

The Public Service Commission is the agent of the Yukon government for all matters relating to the staff of the public service and the determination and administration of terms and conditions of employment. It is responsible for administering programs in recruitment, labour relations, compensation, employee records and pensions, and training and development. It carries out its responsibilities within the statutory framework provided by the Public Service Commission Act and Regulations and the Public Service Staff Relations Act and Regulations.

FILE BLOCKS

100-499	ADMINISTRATION
500-699	BUILDINGS AND PROPERTIES
700-849	EQUIPMENT AND SUPPLIES
850-999	FINANCE
1000-1499	PERSONNEL
2000-2999	PUBLIC SERVICE COMMISSION-GENERAL
3000-3499	COMPENSATION AND CLASSIFICATION
3500-3999	EMPLOYEE RECORDS AND PENSIONS
4000-4999	RECRUITMENT AND LABOUR RELATIONS
5000-5499	TRAINING AND DEVELOPMENT

RENEWABLE RESOURCES

The Department of Renewable Resources is responsible for the planning, development and management of the Yukon's resources. It is comprised of four branches - Administration, Policy and Planning, Fish and Wildlife, and Lands, Parks and Resources.

ADMINISTRATION

This branch provides administrative, personnel, financial and support services to all branches of the department.

FILE BLOCKS

A1000	DEPUTY MINISTER
A1100	LEGISLATIVE ASSEMBLY
A1200	CABINET
A2000	ADMINISTRATION - GENERAL
A3000	FINANCE
A4000	PERSONNEL
A5000	ASSETS
A6000	CENTRAL ADMINISTRATION SERVICES
A7000	BUILDINGS

POLICY AND PLANNING

The Policy and Planning branch formulates policies, regulations and legislation for developing and managing the natural resources of the Yukon, evaluates management programs and provides information/education services.

FILE BLOCKS

7000	ADMINISTRATION
7001	ECONOMIC USE OF RENEWABLE RESOURCES
7002	POLICY
7003	RESOURCE MANAGEMENT
7004	SPECIAL PROJECTS
7012	INTERGOVERNMENTAL ISSUES
7100	INFORMATION/EDUCATION
7200	LEGISLATION/ACTS/REGULATIONS
7201	LEGISLATION
7300	COMMITTEES/ASSOCIATIONS/ SOCIETIES
7400	LAND CLAIMS

FISH AND WILDLIFE

The Fish and Wildlife branch provides for the wise management, conservation, protection and utilization of the Yukon's fish and wildlife.

FILE BLOCKS

E1000	GENERAL
E2000	SMALL GAME
E3000	BIG GAME
E4000	FIELD SERVICES
E5000	FISHERIES
E6000	ACTS/REGULATIONS/POLICIES
E7000	PROTECTED WILDLIFE AREAS
E8000	AGREEMENTS

LANDS, PARKS AND RESOURCES

This branch is responsible for planning, developing and managing Yukon lands, water, parks and outdoor recreational facilities for the optimum use of the territory's natural resource base.

FILE BLOCKS

6200	ADMINISTRATION
6210	COMMITTEES
6215	CONFERENCES AND SEMINARS
6201	AGREEMENTS
6225	COMMITTEE SUBMISSION RECORD OF RECOMMENDATION
6230	FINANCE
6244	LAND
6245	LEGISLATION
6250	PARKS
6260	PERSONNEL
6270	PROGRAMS
6300	PARKS PLANNING
6400	DEVELOPMENT AND MAINTENANCE
6500-1*	CAMPGROUNDS - GENERAL
6500-7*	WATER TESTS
6517-1*	CONTRACTS, TENDERS, LEASES
6530-1*	FINANCE
6544-1*	LAND
6560-1*	PERSONNEL
6700	PROJECTS
6800	HABITAT
6900	FORESTRY

* These file blocks are currently being revised.

TOURISM

The Department of Tourism is responsible for promoting and developing the Yukon as a tourist destination. Through the Tourism Marketing branch, it seeks to generate the largest possible net revenue by increasing the number, the per capital expenditure and the length of stay of visitors to the territory. Tourism Development is responsible for promoting and developing the territory's tourism industry in order to foster economic growth and diversification and increase job opportunities and incomes. The department also includes the Heritage branch and Expo '86.

Tourism Marketing, Development and Administration no longer use a block filing system. Their files have been arranged in a yearly sequential system with a computerized index. The file blocks for Heritage and Expo '86 are listed below.

EXPO '86

This branch seeks to promote the Yukon's tourism potential and its economy in general through participation in Expo '86 in Vancouver.

FILE BLOCKS

4500	DEPARTMENTAL MANAGEMENT
4501	PAVILION DESIGN AND CONSTRUCTION
4502	PAVILION OPERATIONS
4503	EXPO '86 CORPORATION
4504	OTHER JURISDICTIONS/PAVILIONS
4505	GENERAL INFORMATION

HERITAGE BRANCH

The Heritage branch develops and transmits an understanding of the Yukon's heritage through management of its heritage resources. Heritage operates programs for museums support and museums staff training. It also identifies, develops and manages historic sites in the territory.

FILE BLOCKS

4051	ADMINISTRATION
4052	FINANCE
4053	PERSONNEL
4054	EQUIPMENT & SUPPLIES
4055	ACCOMMODATIONS
4056	HERITAGE ADMINISTRATION
4057	HISTORIC SITES
4058	ART GALLERY
4059	MUSEUMS
4060	ARCHAEOLOGY

WOMEN'S DIRECTORATE

The directorate is a central agency designed to integrate women's concerns into the mainstream of government policy-making and program development. The directorate is responsible for identifying women's issues and priorities, analyzing and evaluating existing and proposed legislation, policies and programs for their impact on women, developing and co-ordinating policy and program initiatives that will benefit women, and informing the public about women's issues.

FILE BLOCKS

1495-0	POLICY
1495-1	ADMINISTRATION
1495-4	NATIONAL, PROVINCIAL & TERRITORIAL ADVISORY COUNCILS ON THE STATUS OF WOMEN
1495-5	NATIVE WOMEN'S GROUPS & ISSUES
1495-6	YUKON WOMEN'S GROUPS
1495-7	LEGISLATION AND WOMEN'S BUREAUS
1495-8	TRAINING & EMPLOYMENT ISSUES
1495-9	DAY CARE & CHILD CARE
1495-10-1	EDUCATION & TRAINING - GENERAL
1495-10-2	ALTERNATIVES FOR SINGLE PARENTS
1495-10-3	SEX STEREOTYPING
1495-11	NATIONAL ACTION COMMITTEE
1495-12	YUKON DATA & STATISTICS
1495-13	OTHER COMMITTEES & ASSOCIATIONS
1495-14	YUKON PLAN OF ACTION FOR WOMEN
1495-15	FAMILY VIOLENCE
1495-15-1	WIFE BATTERING - YUKON REVIEW
1495-15-2	RAPE & SEXUAL HARASSMENT
1495-15-3	PORNOGRAPHY & PROSTITUTION
1495-16	MATRIMONIAL PROPERTY LAW & FAMILY LAW
1495-17	SPORTS & HEALTH
1495-18	MATERNITY LEAVE
1495-19	HOME & FAMILY LIFE
1495-21	INTERNATIONAL CONVENTION ON ELIMINATING DISCRIMINATION AGAINST WOMEN
1495-23	IMMIGRANT WOMEN
1495-24	WOMEN IN ARTS & CULTURE
1495-25	WOMEN & CORRECTIONS
1495-26	CANADA/YUKON LABOUR MARKET NEEDS COMMITTEE
1495-27	BEAUFORT SEA DEVELOPMENT - INTERDEPARTMENTAL TASK FORCE

SUBJECT INDEX

SUBJECT	FILE NO.	DEPT/BRANCH
ABORIGINAL RIGHTS	GL085-337	Cabinet
ABORIGINAL RIGHTS CONFERENCES	GL085-290	Cabinet
	GL085-296	Cabinet
	GL085-319	Cabinet
	5030-1-6	Land Claims Secretariat
ABORTION CONTROVERSY	1711-0 (closed)	Health Services
ACADEMIC UPGRADING	2002	Yukon College
ACCESS TO INFORMATION ACT	4088	Archives
	2619-2	Justice
ACCIDENT REPORTS	500-1	Corrections
	1446-1-8	Education
	1242-8	Government Services
	2000-16	Highways and Transportation
	1800-30	Human Resources
	3326-67	Motor Vehicles
	A5310	Renewable Resources
	0153	Yukon College
ACCOMMODATIONS	4085	Archives
	1400-20	Education
	1425	Education
	4102-11	Finance
	7000-2	Government Services
	7041-1	Government Services
	4055	Heritage
	2164-2	Highways and Transportation
	2409	Justice - Finance & Administration
	2510	Records Services
	1655	Yukon College
	1-00-03	Yukon Housing Corporation
ACCOUNTS PAYABLE	4120	Finance
ACCOUNTS RECEIVABLE	4140	Finance
ACTS RE: COMMUNITY AND TRANSPORTATION SERVICES	2860	Community and Transportation Services
ACTS RE: CONSUMER AND CORPORATE AFFAIRS	3620	Consumer and Corporate Affairs

SUBJECT	FILE NO.	DEPT/BRANCH
ACTS RE: EDUCATION	1402	Education
ACTS RE: FINANCE	4550	Finance
ACTS RE: HEALTH SERVICES	1728	Health Services
ACTS RE: HOUSING	1-01-20 to 29	Yukon Housing Corporation
ACTS RE: HUMAN RESOURCES	1840	Human Resources
ACTS RE: JUSTICE	2625	Justice
ACTS RE: PROTECTIVE SERVICES	2860-4	Protective Services
	2860-20	Protective Services
ACTS RE: RENEWABLE RESOURCES	7200	Renewable Resources
	E6000	Renewable Resources
ADMINISTRATION	4081	Archives
	2800-0	Community and Transportation Services
	3200	Consumer and Corporate Affairs
	3400-1	Consumer and Corporate Affairs
	3500	Consumer and Corporate Affairs
	100	Corrections
	1400	Education
	1446-1-0	Education
	1009-2	Executive Council Office
	4500-300	Expo '86
	4102-1	Finance
	main files	French Language Center
	7000	Government Services
	1711-0	Health Services
	4051	Heritage
	2000-1	Highways and Transportation
	1800	Human Resources
	1805	Human Resources
	2595-1	Justice
	2619	Justice
	2400	Justice - Finance & Administration
	5000-0	Land Claims Secretariat
	1038	Legislative Assembly

SUBJECT	FILE NO.	DEPT/BRANCH
ADMINISTRATION (continued)	4081	Library Services
	3206-5	Motor Vehicles
	3000	Protective Services
	7020-1	Public Affairs
	100-1	Public Service Commission
	4400-1	Recreation
	A2000	Renewable Resources
	7000	Renewable Resources
	6200	Renewable Resources
	T-180	Tourism
	T-183	Tourism
	1495-1	Women's Directorate
	3501	Workers' Compensation Board
	1-00-00	Yukon Housing Corporation
	1-00-07	Yukon Housing Corporation
ADMISSION PROCEDURES	2551-1	Yukon College
ADOPTION PLACEMENT - INFORMATION AND LEGISLATION	1886	Human Resources
ADVERTISING	ED84-135	Economic Development
	4502-400-5	Expo '86
	7021	Public Affairs
	4020-1	Public Service Commission
	T85-178	Tourism
	T85-181	Tourism
ADVISORY COMMITTEE TO DEPUTY MINISTER OF EDUCATION	main files	French Language Center
AFFIRMATIVE ACTION	4030	Public Service Commission
	1495-8-3	Women's Directorate
AGRICULTURE		Renewable Resources
AIR TRANSPORTATION	ED84-273 Vol. 2	Economic Development
	ED85-126	Economic Development
	ED85-144	Economic Development
	ED85-477	Economic Development
AIR TRANSPORTATION - INQUIRY INTO ADEQUACY OF SERVICE AND DEREGULATION IN THE NORTH	GL085-54	Cabinet
	ED84-636	Economic Development

SUBJECT	FILE NO.	DEPT/BRANCH
AIRCRAFT CHARTER - CONTRACTS	2060-6-18	Highways and Transportation
AIRPORTS - MAINTENANCE	2010-1	Highways and Transportation
	2020-19	Public Works
AIRSTRIPS	2010-10 to 2010-47	Highways and Transportation
ALASKA HIGHWAY	GL085-323	Cabinet
	2142	Highways and Transportation
ALASKA HIGHWAY - MAINTENANCE AGREEMENT	2080-4	Highways and Transportation
ALASKA STATE LEGISLATURE - DISCUSSIONS WITH YUKON LEGISLATIVE ASSEMBLY	1023-1	Legislative Assembly
ALCOHOL AND DRUG SERVICES	1300-1	Corrections
	1711-3	Health Services
	1865-18	Human Resources
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ANNUAL REPORTS	4081-4	Archives
	GL085-368	Cabinet
	800-8	Corrections
	1400-11-1 & 2	Education
	1000-4	Executive Council Office
	1708-14	Health Services
	4051-6	Heritage
	1820-2	Human Resources
	1865-18-1	Human Resources
	2620-2	Justice
	4081-4	Library Services
	3004-2	Protective Services
	1495-1-3	Women's Directorate
	1-00-01	Yukon Housing Corporation
APPOINTMENTS TO OFFICE	GL085-100	Cabinet
	1000-8	Executive Council Office
ARCHAEOLOGY FIELD RESEARCH	4060-0	Heritage
ARCHAEOLOGY SITE - RIVERDALE	4060-9-1	Heritage

SUBJECT	FILE NO.	DEPT/BRANCH
ARCHAEOLOGY STUDIES - SHAKWAK HIGHWAY PROJECT	4060-4-1	Heritage
ARCTIC SOVEREIGNTY	GL085-704	Cabinet
ARCTIC WINTER GAMES	GL085-439	Cabinet
	4450-8 & 9	Recreation
ART DISPLAYS	4502-200-7	Expo '86
	4055-2-1-1	Heritage
	T85-142	Tourism
ART GALLERY	4058	Heritage
ASSENT/DISALLOWANCE OF BILLS	1033-2	Legislative Assembly
ASSISTED HOME-OWNERSHIP PLAN	2-00-75	Yukon Housing Corporation
ASSOCIATION OF YUKON COMMUNITIES	GL085-379	Cabinet
	2850-2	Community and Transportation Services
	ED84-128	Economic Development
AUDIO-VISUAL DISPLAYS	4501-400-6 to 12	Expo '86
	T85-142	Tourism
AUDIO-VISUAL SERVICES	1426-5	Education
	4059-9-1-2	Heritage
	4030	Library Services
AUDITS	GL085-683	Cabinet
	1000-14	Executive Council Office
	4190	Finance
	890-1	Public Service Commission
	A3120	Renewable Resources
	1-06-05	Yukon Housing Corporation
AWARDS AND HONORS	1007	Executive Council Office
	4070-1	Public Service Commission
BEAUFORT ENVIRONMENTAL ASSESSMENT REVIEW PANEL	ED84-506	Economic Development
	ED85-316	Economic Development
	ED85-317	Economic Development
		Renewable Resources

SUBJECT	FILE NO.	DEPT/BRANCH
BEAUFORT SEA DEVELOPMENT	4086-4	Archives
	2841	Community and Transportation Services
	3200-6	Consumer and Corporate Affairs Economic Development
	1442-5-7	Education
	1490-4-5	Education
	4056-1-3	Heritage
	4060-4-3	Heritage
	1895-5	Human Resources Renewable Resources
	3500-26	Workers' Compensation Board
BEER BOTTLE REFUNDS	miscellaneous file "City of Whitehorse"	Yukon Liquor Corporation
BEER PRICE NEGOTIATIONS	miscellaneous	Yukon Liquor Corporation
BELLCHAMBERS v. YUKON HOUSING	2840-19	Community and Transportation Services
	2621-4	Justice
BITUMINOUS ASPHALT EMULSION	2140-20	Highways and Transportation
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BOARD OF SURVEY	300-12	Corrections
	1426-17	Education
	4102-4	Finance
	2402-3	Justice - Finance and Administration
	A5410	Renewable Resources
	6443-6	Renewable Resources
	1-07-10	Yukon Housing Corporation
BOILERS - INFORMATION AND INSPECTION (ALPHABETICAL BY COMMUNITY)	3010	Protective Services
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	2621-4	Justice
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BRIDGES - FILE FOR EACH BRIDGE MAINTAINED BY YTG	2030-6	Highways and Transportation
BUDGETS AND ESTIMATES see also FINANCE	4082-4 & 5	Archives
	GL085-53	Cabinet
	2830-13	Community and Transportation Services
	2830-18	Community and Transportation Services
	3204-4 & 12	Consumer and Corporate Affairs
	3500-3	Consumer and Corporate Affairs
	300-2	Corrections
	ED84-777 Vol. 1	Economic Development
	ED85-518	Economic Development
	1435-7 & 8	Education
	1446-1-10	Education
	1009-9-1	Executive Council Office
	4500-200-1 to 4	Expo '86
	4290	Finance
	main files	French Language Center
	7001-1 to 5	Government Services
	4052-2	Heritage
	1830-2 & 3	Human Resources
	1830-33	Human Resources
	2620-1-7	Justice
	2410-2	Justice - Finance and Administration
	1039-2	Legislative Assembly
	3000-1-5	Protective Services
	900-1	Public Service Commission
	4405-2	Recreation
	A3220	Renewable Resources
	A3232	Renewable Resources
	6230-2 & 3	Renewable Resources
	T85-32	Tourism
	T85-146	Tourism
	1495-1-30-3	Women's Directorate
	0004-1	Yukon College
	0013-1	Yukon College
	1-06-09 & 10	Yukon Housing Corporation
BUDGET SPEECHES	4570-1	Finance
BUILDING INSPECTIONS	3000-4	Protective Services

SUBJECT	FILE NO.	DEPT/BRANCH
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	2020-3	Public Works
BUILDING MANAGEMENT	4502-500	Expo '86
	1650-1682	Yukon College
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	ED84-164	Economic Development
	ED85-411	Economic Development
BUSINESS DEVELOPMENT OFFICE	ED85-401	Economic Development
	ED85-525	Economic Development
BUSINESS DIRECTORY, YUKON	GL085-234	Cabinet
	ED84-697	Economic Development
	ED84-698	Economic Development
	main files	Public Affairs
BUSSING TO SCHOOLS	1472	Education
CABINET COMMITTEE ON STATUTORY INSTRUMENTS	1010-4 & 5	Executive Council Office
CABINET STRUCTURES	1000-2	Executive Council Office
CABINET TOURS	1000-6-83A, B and C	Executive Council Office
	3500-22	Workers' Compensation Board
CALCIUM CHLORIDE (USED AS DUST CONTROL)	2148-1	Highways and Transportation
CAMPGROUNDS - GENERAL	2848-2600	Community and Transportation Services
	6244-5	Renewable Resources
	6500-1	Renewable Resources
	T85-62	Tourism
CAMPGROUNDS - PERMITS	6400-4	Renewable Resources
	6245-5	Renewable Resources
CAMPGROUNDS - PLANNING	6309-1	Renewable Resources
	6307	Renewable Resources
CAMPGROUNDS - REGULATIONS	6245-5	Renewable Resources

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	2830-6	Community and Transportation Services
	4160-2-1	Finance
	1830-6	Human Resources
	1830-8	Human Resources
	1830-10	Human Resources
	1830-16	Human Resources
	1830-18	Human Resources
CANADA MORTGAGE AND HOUSING CORPORATION	1-05-31	Yukon Housing Corporation
	1-06-35	Yukon Housing Corporation
CANADA SAVINGS BONDS - EMPLOYEE PURCHASE	4362-5	Finance
	3551-1	Public Service Commission
CANADA STUDENT LOANS see also STUDENT FINANCIAL ASSISTANCE	1406	Education
CANADA/U.S.A. BOUNDARY DISPUTE	ED85-397	Economic Development
	ED85-425	Economic Development
CANADA/U.S.A. PACIFIC SALMON NEGOTIATIONS	GL085-4	Cabinet
	GL085-72	Cabinet
	E5500	Renewable Resources
CANADA/U.S.S.R. NEGOTIATIONS ON ARCTIC EXCHANGES (03/82)	1414-2	Education
CANADA/YUKON ECONOMIC DEVELOPMENT AGREEMENT AND SUBSIDIARY AGREEMENTS see ECONOMIC DEVELOPMENT AGREEMENT		
CANADIAN ARCTIC RESOURCES COMMITTEE	GL085-83	Cabinet
	3202-1	Consumer and Corporate Affairs
	ED85-134	Economic Development
	ED85-458	Economic Development
CANADIAN ASSOCIATION OF ADMINISTRATORS OF LABOUR LEGISLATION	3514-1	Consumer & Corporate Affairs
CANADIAN ELECTRIC CODE: PART I, SECTION 70 and 72	3000-2-33	Protective Services
	3000-2-34	Protective Services

SUBJECT	FILE NO.	DEPT/BRANCH
CANADIAN HERITAGE RIVERS SYSTEM	6250-2-4	Renewable Resources
CANADIAN HERITAGE RIVERS TASK FORCE REPORT	4056-1-14	Heritage
CANADIAN HOME INSULATION PROGRAM	2-00-90	Yukon Housing Corporation
CANADIAN OIL SUBSTITUTION PLAN	2-00-101	Yukon Housing Corporation
CANADIAN TRANSPORT COMMISSION INQUIRY INTO ADEQUACY OF AIR SERVICE AND DEREGULATION IN THE NORTH	GL085-54 ED84-636	Cabinet Economic Development
CANADIAN TRANSPORT COMMISSION INQUIRY INTO RAILROAD ABANDONMENT	GL085-76 ED85-108 ED85-194	Cabinet Economic Development Economic Development
CANADIAN TRANSPORT COMMISSION INQUIRY INTO YUKON'S TRANSPORTATION REQUIREMENTS	ED84-368 ED84-439 2149-8	Economic Development Economic Development Highways and Transportation
CANADIAN TRAVEL FILM COMMITTEE	T85-89 T85-103	Tourism Tourism
CAPITAL PLAN	GL85-105 ED84-767 A3230 A3231 miscellaneous	Cabinet Economic Development Renewable Resources Renewable Resources Yukon Liquor Corporation
CARCROSS INDIAN BAND	GL085-417 5015-0-6	Cabinet Land Claims Secretariat
CARCROSS RASPBERRY INCIDENT (ARSENIC)	1705-7	Health Services
CARIBOU	GL085-81 ED84-620 A3400	Cabinet Economic Development Renewable Resources
CARMACKS INDIAN BAND	GL085-170 5015-0-11	Cabinet Land Claims Secretariat
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	ED84-130	Economic Development
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CHAMBER OF MINES, YUKON	ED84-1225	Economic Development
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CHILDREN'S ACT	1800-6	Human Resources
	2606-4-2	Justice
CHILDREN'S ACT - CONTROVERSY	1840-8-1	Human Resources
	2606-4-2	Justice

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	6352-3	Renewable Resources
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	ED84-285	Economic Development
	ED84-1249	Economic Development
COMMISSIONER OF YUKON TERRITORY v. WHITEHORSE STAR	1022-2	Legislative Assembly
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	2443-2	Justice - Finance & Administration
	3500-38	Workers' Compensation Board
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	3620-56	Workers' Compensation Board

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	2810	Community and Transportation Services
	3202-1	Consumer and Corporate Affairs
	1400-9-1	Education
	4503-400	Expo '86
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	main files	French Language Center
	7004	Government Services
	1727	Health Services
	2045-1	Highways and Transportation
	1806	Human Resources
	2595-16	Justice
	3329-9 to 14	Motor Vehicles
	2810	Protective Services
	220-1	Public Service Commission
	E1300	Renewable Resources
	6215-1	Renewable Resources
	6515-1	Renewable Resources
	1495-3-1	Women's Directorate
	3509-17	Workers' Compensation Board
	1057	Yukon College
	1-03-12 to 18	Yukon Housing Corporation
CONFLICT OF INTEREST - GENERAL	1000-13	Executive Council Office
	4190-1	Public Service Commission
CONFLICT OF INTEREST - POLICY	GL085-131	Cabinet
	GL085-707	Cabinet
	4190-0	Public Service Commission

SUBJECT	FILE NO.	DEPT/BRANCH
CONSERVATION	4086-9	Archives
	4057-2-2	Heritage
	4059-1-2-2	Heritage
CONSERVATION, ENERGY	GL085-17	Cabinet Economic Development
	1426-10	Education
	4160-2-12	Finance
	T85-123	Tourism
	2-00-92	Yukon Housing Corporation
CONSERVATION, WILDLIFE	GL085-621	Cabinet
	GL085-645	Cabinet Renewable Resources
CONSERVATION AND RENEWABLE ENERGY DEMONSTRATION AGREEMENT	ED85-416	Economic Development
	2-00-9	Yukon Housing Corporation
CONSTITUTIONAL DEVELOPMENT	GL085-226	Cabinet
	GL085-458	Cabinet
	1005	Executive Council Office
	1010-2	Executive Council Office
	2607-3	Justice
	5025-1	Land Claims Secretariat
	1032-1	Legislative Assembly
CONSUMER EDUCATION	3646	Consumer and Corporate Affairs
CONSUMER RIGHTS	3643	Consumer and Corporate Affairs
CONTRACTS see also TENDERS	GL085-414	Cabinet
	2826-1	Community and Transportation Services
	2857-1	Community and Transportation Services
	2100-1	Corrections
	1435-14	Education
	4501-200	Expo '86
	4502-600-2	Expo '86
	4240	Finance
	4260	Finance
	7012	Government Services
	2000-14	Highways and Transportation

SUBJECT	FILE NO.	DEPT/BRANCH
CONTRACTS (continued)	2060-6-3 to 18	Highways and Transportation
	940-1	Public Service Commission
	4?10-1	Public Service Commission
	6230-6	Renewable Resources
	1-03-07	Yukon Housing Corporation
	1-04-00	Yukon Housing Corporation
CONTRACTS - AIRCRAFT	2060-6-18	Highways and Transportation
CONTRACTS - GARBAGE DUMP MAINTENANCE	2857-1	Community and Transportation Services
CONTRACTS - LOCAL HIRE POLICY	GL085-157	Cabinet
	ED85-94	Economic Development
CONTRACTS - REGULATIONS	GL085-579	Cabinet
	2060-0	Highways and Transportation
	T85-132	Tourism
CONTRACTS - ROADS	2142-5-23 to 2152-5-40	Highways and Transportation
CONTRACTS - VHF SYSTEM	2040-8A	Highways and Transportation
CONVENTION PROMOTION	ED85-486	Economic Development
	T85-120	Tourism
C.O.P.E. see COMMITTEE FOR ORIGINAL PEOPLES ENTITLEMENT		
CORONERS	2707-15	Justice - Finance & Administration
CORRESPONDENCE	4086-1	Archives
	GL085-722	Cabinet
	100-1	Corrections
	101-1	Corrections
	1400-1	Education
	1446-1	Education
	1000-5	Executive Council Office
	1004-2	Executive Council Office
	4056-1	Heritage
	1800-1	Human Resources
	5000-1	Land Claims Secretariat

SUBJECT	FILE NO.	DEPT/BRANCH
CORRESPONDENCE (continued)	1023	Legislative Assembly
	1100-1	Legislative Assembly
	4020-1	Library Services
	1-00-20 to 1-00-33	Yukon Housing Corporation
	miscellaneous	Yukon Liquor Corporation
CORRESPONDENCE COURSES	1425-13	Education
COTTAGE LOTS (FILE FOR EACH)	2848-3600	Community and Transportation Services
COUNCIL FOR CANADIAN UNITY	GL085-346 Lib	Cabinet
	GL085-669	Cabinet
COUNCIL FOR CANADIAN UNITY - TERRY FOX CENTER	1400-33-8	Education
COUNCIL FOR YUKON INDIANS see also LAND CLAIMS; YUKON INDIANS	GL085-112	Cabinet
	1414-1	Education
	4056-1-4	Heritage
	4059-1-5	Heritage
	1875-16	Human Resources
	miscellaneous	Yukon Liquor Corporation
COUNCIL FOR YUKON INDIANS - TRAINING ASSISTANCE	5270-4	Public Service Commission
COURSES AND TRAINING	7016-1	Government Services
	2065	Highways and Transportation
	2825	Protective Services
	1420-1	Public Service Commission
	5000	Public Service Commission
	T85-66	Tourism
	3500-1	Yukon College
COURT CASES INVOLVING YUKON TERRITORIAL GOVERNMENT		
Anderson, Tim	2621-4	Justice
Bellchambers, B.	2621-4	Justice
Bellon Holdings	2621-4	Justice
Bondarchuk, A.	2621-4	Justice
Engineering Urethanes	2621-4	Justice
Fox Mountain	2621-4	Justice
Garon Construction Ltd.	2621-4	Justice
Johnson, Sam	2621-4	Justice

SUBJECT	FILE NO.	DEPT/BRANCH
COURT CASES INVOLVING YUKON TERRITORIAL GOVERNMENT (continued)		
McNevin Construction	2621-4	Justice
Michalski	2621-4	Justice
Miller, Robert	2621-4	Justice
Primco Ltd.	2621-4	Justice
Smith, W. & T.	2621-4	Justice
Whitehorse Towing	2621-4	Justice
Whitepass Corporation	2621-4	Justice
C.R.E.D.A. see CONSERVATION AND RENEWABLE ENERGY DEMONSTRATION AGREEMENT		
CROSS COUNTRY SKI FACILITIES	T85-136	Tourism
CROSSROADS	1711-10	Health Services
	1890-44	Human Resources
CULTURAL PROPERTY EXPORT REVIEW BOARD	4086-4-12	Archives
CURRAGH RESOURCES CORPORATION	GL085-13	Cabinet
see also CYPRUS ANVIL MINE	GL085-737	Cabinet
	ED85-342 Vol. 1	Economic Development
	ED85-480	Economic Development
	ED85-534	Economic Development
	ED85-543	Economic Development
	ED85-575	Economic Development
CUSTOMS AND EXCISE	miscellaneous	Yukon Liquor Corporation
C.Y.I. see COUNCIL FOR YUKON INDIANS		
CYPRUS ANVIL MINE - CLOSURE/ REOPENING	GL085-737	Cabinet
see also CURRAGH RESOURCES CORPORATION	ED84-435 Vol. 1	Economic Development
	ED84-436 Vol. 1	Economic Development
	ED85-195	Economic Development
	ED85-342 Vol. 1	Economic Development
CYPRUS ANVIL MINE - LOAN GUARANTEE	ED85-543	Economic Development

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CYPRUS ANVIL MINE - POWER SUPPLY	ED84-438	Economic Development
	ED85-445	Economic Development
	ED85-575	Economic Development
CYPRUS ANVIL MINE - TRANSPORTATION see also SKAGWAY ROAD	GL085-13	Cabinet
	ED84-368	Economic Development
	ED84-439	Economic Development
	ED84-440	Economic Development
CYPRUS ANVIL MINE - WATER LICENSES	ED84-437	Economic Development
	ED85-448 Vol. 1	Economic Development
	ED85-479	Economic Development
	ED85-480	Economic Development
DAWSON CITY FLOOD (1979)	4100-12	Finance
	2180-3	Highways and Transportation
DAWSON INDIAN BAND	5015-0-9	Land Claims Secretariat
DAWSON MUSEUM - RESTORATION	GL085-575	Cabinet
	ED84-542	Economic Development
DAWSON VISITOR RECEPTION CENTER	4059-9-2	Heritage
	T85-121	Tourism
DAY CARE	1851-2	Human Resources
	1495-9	Women's Directorate
DAY CARE ACT AND CORRESPONDENCE	1840-20	Human Resources
	1851-1	Human Resources
DAY CARE CENTRES	1851-11-1	Human Resources
DAY CARE SERVICES BOARD	1851-10	Human Resources
DAY CARE SUBSIDY PROGRAM	1851-15	Human Resources
DEMAND RESTRAINT LEGISLATION	GL085-75	Cabinet
DEMERIT SYSTEM - DRIVERS OF MOTOR VEHICLES	3332-50-36	Motor Vehicles
DEMPSTER HIGHWAY MANAGEMENT PLAN	2035-1	Highways and Transportation
	6775-2	Renewable Resources
	6775-2-1	Renewable Resources

SUBJECT	FILE NO.	DEPT/BRANCH
DRAFT LEGISLATION AND CLEAN COPIES OF BILLS	1002-9	Executive Council Office
	1002-11	Executive Council Office
DRIVERS' LICENCES	3334-1	Motor Vehicles
DRIVERS' TRAINING	3336-1	Motor Vehicles
EAST KLUANE LAND USE	6775-3	Renewable Resources
ECONOMIC COUNCIL, YUKON	GL085-265	Cabinet
	ED84-104 Vol. 3	Economic Development
	ED85-459	Economic Development
ECONOMIC DEVELOPMENT AGREEMENT	GL085-112	Cabinet
	GL085-260 Lib	Cabinet
	GL085-341	Cabinet
	2800-12 (supplement no. 1)	Community and Transportation Services
	ED84-207 Vol. 1	Economic Development
	ED84-215	Economic Development
	ED85-28	Economic Development
	ED85-560	Economic Development
	ED85-563	Economic Development
	1442-3-7	Education
	4160-2-7	Finance
	A3550	Renewable Resources
	6201-2	Renewable Resources
	T85-45	Tourism
	T85-46	Tourism
ECONOMIC DEVELOPMENT AGREEMENT - ECONOMIC DEVELOPMENT PLANNING SUBSIDIARY AGREEMENT		Economic Development
ECONOMIC DEVELOPMENT AGREEMENT - MINERAL RESOURCES SUBSIDIARY AGREEMENT		Economic Development
ECONOMIC DEVELOPMENT AGREEMENT - RENEWABLE RESOURCES SUBSIDIARY AGREEMENT	ED84-26	Economic Development
	ED84-213	Economic Development
	ED85-77	Economic Development
	1490-4-3	Education
	4160-2-44	Finance
		Renewable Resources
	T85-47	Tourism

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ECONOMIC DEVELOPMENT AGREEMENT - SUBSIDIARY AGREEMENTS (GENERAL)	ED84-32 Vol. 1	Economic Development
	ED84-211	Economic Development
ECONOMIC DEVELOPMENT AGREEMENT - TOURISM SUBSIDIARY AGREEMENT	2821	Community and Transportation Services
	ED84-27	Economic Development
	ED84-76	Economic Development
	1490-4	Education
	4160-2-34	Finance
	T85-45	Tourism
	T85-46	Tourism
	T85-150	Tourism
ECONOMIC REVIEW, YUKON	ED84-700	Economic Development
EDUCATION LEAVE	1439-17-1	Education
	5100-1	Public Service Commission
ELECTION CONTRIBUTIONS TO CANDIDATES - POLITICAL TAX CREDITS	4410-18	Finance
	1100-7	Legislative Assembly
ELECTRICAL INSPECTIONS	3000-2	Protective Services
ELECTRICITY RATE STRUCTURES	3620-16-16	Consumer and Corporate Affairs
ELECTRONIC DATA PROTECTION see COMPUTERS		
ELEVATORS (FILED ALPHABETICALLY)	3014-2	Protective Services
EMERGENCY MEASURES	275-1	Public Service Commission
EMPLOYMENT - BEAUFORT SEA	ED84-574	Economic Development
	ED85-185	Economic Development
	ED85-363	Economic Development
EMPLOYMENT - CASUAL EMPLOYEES	GL085-391	Cabinet
	4655	Public Service Commission
	4705	Public Service Commission
EMPLOYMENT - LOCAL HIRE	GL085-157	Cabinet
	1490-1	Education
	T85-151	Tourism

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EMPLOYMENT AGENCIES ACT	3513-11	Consumer and Corporate Affairs
EMPLOYMENT DEVELOPMENT PROGRAM	1490-4-10	Education
EMPLOYMENT FOR WOMEN - NON-TRADITIONAL	1495-8-3	Women's Directorate
EMPLOYMENT STANDARDS ACT	3513-5	Consumer and Corporate Affairs
EMPLOYMENT STANDARDS BOARD	3513-4	Consumer and Corporate Affairs
EMPLOYMENT STANDARDS COMPLAINTS	3513-7	Consumer and Corporate Affairs
ENERGY ALTERNATIVES PROGRAM, YUKON	ED83-237	Economic Development
	ED84-236	Economic Development
	ED84-249	Economic Development
	ED84-709	Economic Development
ENERGY CONSERVATION	GL085-17	Cabinet
		Economic Development
	1426-10	Education
	4160-2-12	Finance
	T85-123	Tourism
	2-00-92	Yukon Housing Corporation
ENERGY CONSERVATION ASSISTANCE ACT	ED84-236	Economic Development
ENERGY MANAGEMENT PROGRAM	2-00-108	Yukon Housing Corporation
ENERGY POLICY, FEDERAL	ED84-280	Economic Development
	ED85-16	Economic Development
	ED85-105	Economic Development
ENERGY POLICY, YUKON	3620-16-9	Consumer and Corporate Affairs
ENERGY SUBSIDY PROGRAMS	GL085-26	Cabinet
	GL085-31	Cabinet
		Economic Development
EQUIPMENT AND SUPPLIES	4084	Archives
	GL085-636	Cabinet
	3516-2-1	Consumer and Corporate Affairs
	ED85-64	Economic Development
	1446-1-5	Education
	4260	Finance

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EQUIPMENT AND SUPPLIES (continued)	4054	Heritage
	2070	Highways and Transportation
	2070-1-2	Highways and Transportation
	5000-0-1	Land Claims Secretariat
	4084	Library Services
	7022-1	Public Affairs
	700-1	Public Service Commission
	4415-1	Recreation
	A5220	Renewable Resources
	T85-69	Tourism
	1495-1-2	Women's Directorate
	3501-4	Workers' Compensation Board
	1600 to 1613	Yukon College
	1-07-00	Yukon Housing Corporation
ESCAPES FROM WHITEHORSE CORRECTIONAL CENTER	2595-8	Justice
EXPO '86	GL085-115	Cabinet
	GL085-143	Cabinet
	ED85-392	Economic Development
		Expo '86
	T85-138	Tourism
EXPO '86 - DISPLAYS	ED85-495	Economic Development
	4501-400-6 to 12	Expo '86
	T85-141	Tourism
	T85-142	Tourism
EXPO '86 - ENTERTAINMENT AND CULTURAL ACTIVITIES	4502-200	Expo '86
	4440-8	Recreation
	T85-142	Tourism
EXPO '86 - PERSONNEL	4500-400	Expo '86
	4502-100	Expo '86
	T85-143	Tourism
EXPO '86 - PROMOTION AND PUBLIC RELATIONS	ED85-491	Economic Development
	4500-500	Expo '86
	4502-400	Expo '86
	T85-140	Tourism

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EXPO '86 - STEERING COMMITTEE	ED85-496	Economic Development
	4500-100-4 & 5	Expo '86
	2035-17	Highways and Transportation
	T85-139	Tourism
EXPO '86 - YUKON PAVILION	4501	Expo '86
	4502	Expo '86
	4440-8	Recreation
	T85-144	Tourism
EXTRA - BILLING BY DOCTORS ISSUE	GL085-462	Cabinet
FAIR PRACTICES ACT	3513-9	Consumer and Corporate Affairs
FAMILY DAY HOMES	1851-12	Human Resources
FAMILY VIOLENCE see also CHILD ABUSE	GL085-158	Cabinet
	1865-30	Human Resources
	1495-15	Women's Directorate
FEDERAL BUSINESS DEVELOPMENT BANK	4200-2	Finance
FEDERAL GOVERNMENT LOANS TO YUKON GOVERNMENT	4360-1	Finance
	4360-2	Finance
FEDERAL ORDERS IN COUNCIL	1000-19	Executive Council Office
FEDERAL POWER SUPPORT PROGRAM	GL085-31	Cabinet
	ED84-287	Economic Development
	ED84-288	Economic Development
	ED84-352	Economic Development
FEDERAL RELATIONS OFFICE	GL085-181	Cabinet
FERRIES	2075	Highways and Transportation
FIELD SERVICES (ALPHABETICAL BY COMMUNITY NAME)	1855	Human Resources
FINANCE see also BUDGETS AND ESTIMATES	4082	Archives
	2830	Community and Transportation Services
	3204	Consumer and Corporate Affairs
	300-1	Corrections
	1435	Education

SUBJECT	FILE NO.	DEPT/BRANCH
FINANCE (continued)	1009-9	Executive Council
	4500-200	Expo '86
	7003	Government Services
	1704	Health Services
	4052	Heritage
	2080	Highways and Transportation
	1830	Human Resources
	2410-1	Justice - Finance & Administration
	1039	Legislative Assembly
	4082	Library Services
	7023-1	Public Affairs
	850-1	Public Service Commission
	1500	Records Services
	4405-1	Recreation
	A3000	Renewable Resources
	A3100	Renewable Resources
	6530-1	Renewable Resources
	1495-1-30	Women's Directorate
	1-06-00	Yukon Housing Corporation
	miscellaneous	Yukon Liquor Corporation
FINANCIAL ADMINISTRATION ACT	GL085-294	Cabinet
	4550-5-1	Finance
	2625-79	Justice
	2055-1	Public Service Commission
	A2111	Renewable Resources
	1-01-21	Yukon Housing Corporation
FINANCIAL AGREEMENT, TERRITORIAL/FEDERAL	4160-3	Finance
FINE OPTION PROGRAM	GL085-152	Cabinet
	2619-5-1	Justice
FIRE DEPARTMENTS (ALPHABETICAL BY COMMUNITY)	3006	Protective Services
FIRE INSPECTIONS	600-2	Corrections
	3000-5 to 30	Protective Services
FIRE MARSHALL	3002-0	Protective Services
	3002-1	Protective Services
	3002-2	Protective Services
FIREARMS CONTROL AGREEMENT	4160-2-10	Finance

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FIREHALLS	2020-20	Public Works
FISHERIES	E5000	Renewable Resources
	E5100	Renewable Resources
FISHERIES - CANADA/USA PACIFIC SALMON NEGOTIATIONS	GL085-4	Cabinet
	GL085-72	Cabinet
	E5500	Renewable Resources
FISHERIES RESOURCE TRANSFER	GL085-445	Cabinet
	E5600	Renewable Resources
FISHING LODGES - FLY-IN	E5400	Renewable Resources
FLOOD CONTROL - GENERAL	2180-2	Highways and Transportation
FLOOD CONTROL - BY COMMUNITY	2180-3 to 7	Highways and Transportation
FLOOD DAMAGE REDUCTION PROGRAM	GL085-191	Cabinet
	2822-1	Community and Transportation Services
FOREST RESOURCES	ED85-77	Economic Development
	ED85-166	Economic Development
	6900	Renewable Resources
FORMULA FINANCING	GL085-105	Cabinet
	GL085-727	Cabinet
	4300	Finance
FOSTER PARENTS	1850-26	Human Resources
FRANCOPHONE SCHOOL REQUEST	main files	French Language Center
FREE TRADE	GL085-706	Cabinet
see also MacDONALD COMMISSION	ED85-541	Economic Development
FRENCH IMMERSION	1408-2	Education
	main files	French Language Center
FRENCH LANGUAGE CENTER	1408-13	Education
	main files	French Language Center
FRENCH LANGUAGE CENTER - STATISTICS	main files	French Language Center

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FRENCH LANGUAGE PROGRAM	1400-17-2	Education
	1408	Education
FRENCH LANGUAGE SERVICES	GL085-454	Cabinet
FRENCHMAN/TATCHUN LAKES	ED-337	Economic Development
	4057-5-2	Heritage
	6352-7	Renewable Resources
FUEL TAX REBATE	GL085-377	Cabinet
	ED85-227	Economic Development
	ED85-494	Economic Development Finance
	T85-78	Tourism
FUEL TAXES	4410-4	Finance
FUR FARMING	GL085-746	Cabinet Renewable Resources
GAMBLING	miscellaneous	Yukon Liquor Corporation
GAME FARM, YUKON	ED85-471	Economic Development
	T85-34	Tourism
GAMES OF CHANCE (FILED ALPHABETICALLY BY GROUP NAME)	3590-4-1	Consumer and Corporate Affairs
GAMES OF CHANCE - REGULATIONS	3590-5	Consumer and Corporate Affairs
GARBAGE DISPOSAL	2856	Community and Transportation Services
GARBAGE DUMP MAINTENANCE CONTRACTS	2857-1	Community and Transportation Services
GOVERNMENT EMPLOYEE HOUSING BUY-BACK PROGRAM	4102-3	Finance
	1-01-29	Yukon Housing Corporation
GOVERNMENT OF YUKON BONDS	4360-7	Finance
GOVERNMENT OF YUKON MAINTAINED BUILDINGS	2020-1	Public Works

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GOVERNMENT OF YUKON MAINTAINED BUILDINGS FOR COMMUNITIES see PUBLIC WORKS FILE PLAN FOR NUMBER OF FILE		
GOVERNMENT OF YUKON OWNED OFFICES	7043	Government Services
GOVERNMENT OFFICE ACCOMMODATION COMMITTEE	7041-1	Government Services
GOVERNMENT PROGRAMS, TASK FORCE ON	4500-6	Finance
	3300-COM-1	Public Service Commission
GRANTS AND SCHOLARSHIPS see also STUDENT FINANCIAL ASSISTANCE	1404-5	Education
GRAVEL PITS	2085	Highways and Transportation
GRIEVANCES TO PUBLIC SERVICE COMMISSION	3208-7	Consumer and Corporate Affairs
	200-10	Corrections
	1439-25	Education
	1000-15	Executive Council Office
	4102-2	Finance
	2620-6	Justice
	2424-1	Justice - Finance & Administration
	4305-1	Public Service Commission
	A4611	Renewable Resources
GRIZZLY BEARS see also PREDATOR CONTROL	ED84-616	Economic Development
	E3100	Renewable Resources
GROUP HOMES (ALPHABETICAL BY NAME)	1860	Human Resources
GUIDANCE PROGRAMS IN YUKON SCHOOLS	1422-5	Education
GUIDING AND OUTFITTING	E4800	Renewable Resources
	T85-27	Tourism
	T85-137	Tourism
GYRFALCONS	ED84-621	Economic Development
	E2100	Renewable Resources

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HAN FISHERIES	GL085-702	Cabinet
	ED85-221	Economic Development
	ED85-428	Economic Development
HAZARDOUS BUILDING PRODUCTS (UREA FORMALDEHYDE FOAM INSULATION)	3000-7	Protective Services
HAZARDOUS SUBSTANCES	3516-4-2	Consumer and Corporate Affairs
HEALTH CARE - EXTRA-BILLING ISSUE	GL085-462	Cabinet
HEALTH CARE INSURANCE PLAN, YUKON	1717	Health Services
	3980-1	Public Service Commission
HEALTH CARE TRANSFER	ED84-90	Economic Development
	1703-4 & 5	Health Services
	1840-36	Human Resources
	5005-1-16/B	Land Claims Secretariat
HEALTH INSPECTIONS	600-1	Corrections
HERITAGE RESOURCES POLICY	4081	Archives
HERITAGE RIVERS see CANADIAN HERITAGE RIVERS		
HERSCHEL ISLAND	ED84-614	Economic Development
	ED84-622	Economic Development
	4057-10-40	Heritage
	6244-2-1	Renewable Resources
HIGHWAY MAINTENANCE	2164-1	Highways and Transportation
HIGHWAY SIGNS AND REST STOPS	2110-20	Highways and Transportation
	T85-37	Tourism
	T85-38	Tourism
HIGHWAY TRAVEL SURVEY	T85-29	Tourism
HIGHWAYS ACT	2110-20	Highways and Transportation
	2119-1	Highways and Transportation
HISTORIC SITES	4057-10	Heritage
HISTORIC SITES PLANNING	2841-3	Community and Transportation Services

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HISTORIC SITES POLICY	2841-3	Community and Transportation Services
	4057	Heritage
HOME/GERIATRIC CARE	1711-13	Health Services
HOME HEATING OIL SUBSIDY PROGRAM	ED84-217	Economic Development
	ED84-222	Economic Development
	ED84-228	Economic Development
HOME INSULATION PROGRAM, CANADIAN	2-00-90	Yukon Housing Corporation
HOMEOWNERS' GRANT	4350-6	Finance
HOMEOWNERS' GRANT - ACT	4550-10	Finance
HOSPITAL INSURANCE SERVICES	1718	Health Services
HOSPITALS	1721 to 26	Health Services
HOUSING - COMMUNITIES	01-00 to 16-0	Yukon Housing Corporation
HOUSING - RURAL AND NATIVE HOUSING PROGRAM	GL085-267	Cabinet
	1-03-08	Yukon Housing Corporation
HOUSING - SENIOR CITIZENS	2-00-05	Yukon Housing Corporation
HOUSING - STAFF	2-00-50	Yukon Housing Corporation
HUMAN RESOURCE DEVELOPMENT AGREEMENT	ED85-493	Economic Development
	1442-3-7	Education
	1490-4-7	Education
HUMAN RIGHTS	GL085-742	Cabinet
	2607-10	Justice
	3511	Justice
	2100-1	Public Service Commission
HUNTING	E4700	Renewable Resources
HYDROELECTRIC DEVELOPMENT	GL085-187	Cabinet
	3620-16-8	Consumer and Corporate Affairs

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IMMIGRATION	03-3	Corrections
	2000-1	Corrections
	1488-2-6	Education
IMPAIRED DRIVERS STUDY GROUP	3355-46	Motor Vehicles
INCOME TAX, YUKON	4410-14	Finance
INDUSTRIAL ACCIDENT INVESTIGATIONS	3516-4	Consumer and Corporate Affairs
INFORMATION CENTRES, TOURIST	4059-9	Heritage Tourism
INSECT CONTROL	2855-2	Community and Transportation Services
	2855-3	Community and Transportation Services
INSPECTIONS - BUILDING	3000-4	Protective Services
INSPECTIONS - ELECTRICAL	3000-2	Protective Services
INSPECTIONS - FIRE	600-2	Corrections
	3000-5 to 30	Protective Services
INSPECTIONS - HEALTH	600-1	Corrections
INSPECTIONS - PLUMBING AND GAS	3000-3	Protective Services
INSPECTIONS - SAFETY	3516-6	Consumer and Corporate Affairs
INSURANCE - GOVERNMENT OF YUKON	1435-23	Education
	4451-1	Finance
	7011-1	Government Services
	1-00-12	Yukon Housing Corporation
INVESTMENT CANADA	GL085-46	Cabinet
	ED85-1216	Economic Development
	ED85-395	Economic Development
INVESTMENTS	3500-29	Workers' Compensation Board
	3501-2	Workers' Compensation Board

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JOB CREATION PROGRAM	1488-2	Education
	4160-2-45	Finance
	1-04-11	Yukon Housing Corporation
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	A3140	Renewable Resources
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1. Accommodations to the Department of Education on the Delivery of Special Education
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2. An Agreement in Principle with respect to Indian Adult Education & Training in the Yukon (October 1982)
   1442-4-19 Education

3. An Agreement in Principle with respect to the Provision, Delivery and Funding of Programs to Beneficiaries in Yukon (December 1982)
   1442-4-19 Education

4. Agreement on the Management of the Porcupine Caribou Herd within the Yukon & Northwest Territories (October 1983)
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5. An Analysis of the Jet-Stream Heating System at 2 Chestnut Street, Whitehorse (September 1982)
   1446-3-1 (air mechanics) Education

6. Application for Land Use Permit at Stokes Point by Gulf Canada (February 1983)
   2845-4 (closed volume) Community & Transportation Services

7. Asbestos Fibres in Drinking Water - Part I: Asbestos Fibre in the Whitehorse Water Supply (September 1982)
   1703-10-1 Health Services

8. Assessment of Crossroads Treatment Schedule (August 1981)
   1711-10 Health Services

9. Beaufort Development - The Yukon Perspective
   2841-4 (appendix; supplement no. 1) Community & Transportation Services

10. Beaufort Sea Development - The Yukon Perspective
    4204-1-1 Tourism

11. Beaufort Sea - MacKenzie Delta Environmental Impact Statement: Supplementary Information (1983)
    2841-4 (volume 3) Community & Transportation Services

12. Better Day Care for Canadians : Options for Parents and Children (August 1982)
    1495-9 Women's Directorate

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13. Better Pensions for Canadians (1982)
    1495-7-2 Women's Directorate

14. Bill Number Nine - An Act to Amend the Public Sector Compensation Restraint (Yukon) Act (April 1983)
    4210-2 Finance

15. Bill Number Seventeen - Public Sector Compensation Restraint (Yukon) Act
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16. Canada Health Act
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17. Canada/Yukon Human Resource Development (November 1985)
    1442-3-7 Education

18. Canadian Non-Governmental Organizations' Report on Aging (March 1982)
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19. Canadian Transport Commission of Corridor
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20. The Case Against Separation from the R.C.M.P. Bill C-157 (October 1983) (Submitted by Saskatchewan)
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21. Communique on the Economy: Meetings with the Prime Minister on the Economy (1983)
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22. Conservation in the North: An Analysis of Programs and Proposals (July 1983)
    6024-6 Renewable Resources

23. Consultation Paper on Amendments to the Impaired Driving and other Driving Provisions of the Criminal Code (September 1983)
    1703-7-3 Health Services

24. Continuing Response of Government of Canada to the "Obstacles" Report
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25. Development Plan for Indian Village at Haines Junction and Canyon, Yukon (October 1981)
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26. Discussion Paper on the Future of Yukon Freshwater Fishery (June 1983)
    6031-1 Renewable Resources

27. Discussion Paper on the Implementation of a Select Committee System (1981)
    1020-4 Legislative Assembly

28. Dome Petroleum's Northern Socio-Economic/Environmental Action Plan (1982)
    3512-0 Consumer and Corporate Affairs

29. An Economic Analysis of Consumer Redress Mechanisms by Consumer and Corporate Canada (March 1980)
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30. An Economic Evaluation of the Potential for Coal-fired Thermal Power Generation in the Yukon (January 1983)
    3760-2-1 (supplement) Economic Development

31. Education Opportunities for Adults with Disabilities : The Western Canada Picture (August 1983)
    1407-2 Education (Administration)

32. The Elimination of Sex Discrimination From the Indian Act (1982)
    1875-2 Human Resources

33. Energy in the Canadian North and the Role of the Northern Canada Power Commission
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34. Energy Supply and Demand 1981: A Report by Hildbrandt - Young Associates
    3764-1 Economic Development

35. Environment Canada and the North (July 1983)
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36. An Evaluation of the Energy Subsidy Program for the North (April 1983)
    3760-1-2 Economic Development

37. Exposure Assessment of Grader Stations containing Sprayed-on Asbestos Material (March 1983)
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38. Fairball: Toward Sex Equality in Canadian Sport (September 1982)
    1495-4-1 Women's Directorate

39. The Financial Need of Part-time Students (1981)
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40. First Things First : Equity for Women through Paid Skills Development Leave (March 1983)
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41. Forecast of Electric Energy Requirements in the Yukon Territory and Northwest Territories (1982-1983)
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42. Government of Northwest Territories: Submissions to Beaufort Sea Environmental Assessment Panel (October 1983)
    3760-1 (volume 3) Economic Development

43. Government of Yukon: Final Submission to National Energy Board Inquiry into NCPC (July 1983)
    3763-5-1 (volume 2) Economic Development

44. Government of Yukon: Position on Beaufort Sea Hydrocarbon Exploration and Production (Confidential) (September 1981)
    2594-4 (volume 1) Justice

45. Government of Yukon: Positions on Aspects of Beaufort Sea Development (November 1983)
    2841-4 (volume 4) Community & Transportation Services

46. Government of Yukon: Presentation to Beaufort Environmental Assessment Review Panel (November 1983)
    3200-6 Consumer & Corporate Affairs

47. Guide to Requirements for Relocatable Industrial Accomodation
    3000-5-1 Protective Services

48. Health and Social Policy on Beaufort Sea Development (November 1983)
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51. Impact of Party Politics on the Government of Yukon (1978)
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52. Impact of the Liard River Project on the Yukon (1981)
    3763-1 (volume 1) Economic Development

53. The Impact of the Young Offenders Act on Child Welfare Programs - Draft
    1880-4 Human Resources

54. Implementation Manual for Off-Oil and Retrofit Upgrading Program (1982)
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55. Indexing Hansard (1975 Masters Thesis)
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56. Indian Education Paper : Phase 1 (May 1982)
    1414-1 (supplement no. 1) Education

57. Indian Education Policy Review (December 1981)
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58. An Inquiry into the Transportation Requirements of the Yukon (June 1983)
    2165-1 Highways and Transportation

59. Inquiry into Yukon Transportation Regulations by Canadian Transport Commission (June 1983)
    3750-2 (volume 1) Economic Development

60. Interprovincial/Territorial Framework for Immigrant Establishment Insertion Sociale
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61. Interprovincial/Territorial Framework for Immigrant Establishment Services (August 1983)
    1400-16-1 Education

62. Klondike Highway - Operations and Maintenance Position Paper (October 1983)
    3750-2 (volume 2) Economic Development

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63. Labelling of Hazardous Substances in the Workplace (July 1982)
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64. Measures for Energy Conservation in New Buildings (1978)
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65. Municipal Implications of the Inflation Restraint Act (1982)
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66. Native Youth Recreation Program Review
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67. Opening Statements: Beaufort Environment Review Hearings (February 1983)
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68. Parliamentary Task Force on Federal/Provincial Fiscal Arrangements
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70. The Perceptions, Roles and Policies of the Department of Environment regarding Development North of 60 : 1982 Environment Canada and the North
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71. Philosophy of Education - Goals and Objectives (February 1983)
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72. A Policy-oriented Assessment of Yukon Sport Fishery
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73. Preliminary Inventory and Assessment of the Coal River Springs by Tera Environment Consultants (November 1983)
    6352-3 Renewable Resources

74. Preliminary Report on the Capital Expenditure Planning Process (July 1983)
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75. Preliminary Report on the Capital Expenditure Planning Process (July 1983)
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76. Preliminary Review of the Beaufort Environmental Impact Statement (1983)
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    8113-5 (supplement no. 3) Economic Development

78. Preserving Universal Medicare (1983)
    1711-12 Health Services

79. Proposal for a New Recreation Development Act
    1409-2-1 (closed) Education

80. Proposal for Development and Delivery of Native Language Instructor Certificate Course (July 1983)
    1442-4-10 Education (Continuing Education)

82. A Proposal to Provide a Problem Statement and Needs Assessment for Yukon Region (October 1983)
    1865-18 Human Resources

83. Proposed Changes to Canada Pension Plan Disability Benefits (February 1983)
    1865-40 Human Resources

84. Proposed Organizational Review for Tourism, Heritage, Culture & Recreation (Confidential)
    4201-2 Tourism

85. The Question of Assent (1978)
    1025-4 Legislative Assembly

86. Regulations of the Yukon Territory (1977)
    1000-16 Executive Council

87. Report - Fourth Avenue Residence as Proposed Yukon Justice Centre? Feasibility Study (September 1983)
    J-3 Justice - Finance & Administration

88. Report #1 of the Continuing Committee of Officials Reporting to the Federal, Provincial and Territorial Deputy Ministers of Social Services (March 1983)
    1880-4 Human Resources

REPORTS (8)

89. Report of Joint Task Force on Immigrant Women (September 1979)
    1495-9 Women's Directorate

90. Report of Privacy Commissioner on the Use of the Social Insurance Number (January 1981)
    2607-9 Justice

91. Report of the Standing Committee on Finance to Second Session of Ninth N.W.T. Legislative Assembly (1978)
    1039-1 Legislative Assembly

92. Report of the Standing Committee on Public Accounts Together With Evidence, Volume 1 (March 1982)
    1800-7 (supplement no. 1) Human Resources

93. Report on the French Immersion Program, Whitehorse, Yukon (April 1983)
    1400-18-3 Education (Administration)

94. Report on the French Immersion Program, Whitehorse, Yukon (April 1983)
    main files French Language Center

95. Report on the Impacts of Canada Post Decision to Change its Mail Delivery System to Old Crow by YTG
    3751-1 (volume 6) Economic Development

96. Report on the Taxation of Northern Benefits (May 1983)
    4410-11 Finance (Conference)

97. Report on the Taxation of Northern Benefits by Bird/Slack
    8361-1-10 Economic Development

98. Report on Violence in the Family: Wife Battering - House of Commons (May 1982)
    1495-4-1 Women's Directorate

99. Report to the Case Management Task Force Steering Committee, Whitehorse, Yukon
    2619-4-1 Justice

100. A Report to the Yukon Government on the Acquisition of an Interest in Yukon Hydro
    8046-7 Economic Development

REPORTS (9)

101. Reproductive Hazards at Work
1495-4 Women's Directorate

102. Response of the Government of Canada to the Representative of Parliamentary Sub-committee on Computer Crime (October 1983)
2674-2 Justice

103. Response to the Canadian Transport Inquiry by Whitehorse Chamber of Commerce (September 1983)
3750-2 (volume 1) Economic Development

104. The Setting of the Parliamentary Drama
1032-2 Legislative Assembly

105. Sex Role Stereotyping Kit
1426-6 (supplement no. 2) Education (Schools)

106. Sport Development Strategy Draft #1 - Recreation Branch Position Paper
1409-2-2 Education

108. A Statement of Deficiencies on the Environmental Impact Statement for Hydrocarbon Development in the Beaufort Sea - Mackenzie Delta Region by Beaufort Sea Environmental Impact Panel (March 1983)
2841-4 (volume 3) Community & Transportation Services

109. Statutory Instruments: Present Practices and Recommendations to the Next Yukon Government (May 1982)
1010-5 Executive Council

110. A Study of Wilderness/Adventure Travel Industry in the Yukon
6104-1-2-1 Renewable Resources

111. Submission by Government of Yukon to the Royal Commission on the Economic Union and Development Prospects for Canada (September 1983)
4570-3 Finance

112. Submission to Government of Canada on the Reopening of Cyprus Anvil Mine (March 1983)
8027 Economic Development

113. Submissions to NCPC Inquiry
3763-3-1 (supplement no. 2) Economic Development

REPORTS (10)

114. Summary of a Proposal to Develop a Yukon Indian Health and Social Development Commission (September 1983)
1865-14 Human Resources

115. Summer Language Bursary Program (1983)
1400-16 Education (Administration)

116. The Supply of Natural Gas to the Yukon Community (February 1979)
3704-2 (volume 3) Economic Development

117. Task Force on Victims of Crime (April 1983)
2625-52-3 Justice

118. Teacher Salary Negotiations (Yukon)
1439-29-0 Education (Schools)

119. Towards a Fish Habitat Management Policy for the Department of Fisheries and Oceans (August 1983)
6078-2 Renewable Resources

120. Unemployment and Job Creation (January 1983)
1485-3-2-1 Education

121. Unemployment Insurance Yukon - Showing Benefit Payments and Number of Claimants Registered (1976-1979)
1488-1-5-1 Education

122. Unemployment Insurance Exhaustee Study (October 1982)
1865-56 Human Resources

123. Whitehorse Schools Educational Study - 1979-82 (April 1982)
1400-18-3 Education

124. Whitehorse/Skagway Transportation Corridor - Tourism Yukon Cyprus Anvil Corporation (September 1983)
3750-2 (volume 2) Economic Development

125. Woodburning Survey Results for the Riverdale Subdivision of Whitehorse, Yukon (1982-1983)
3765-2 Economic Development

126. Woodsmoke and Air Pollution at Whitehorse, Yukon (1981-1982)
3765-1 (supplement no. 1) Economic Development

REPORTS (11)

127. Youth Labour Market, Canada (January 1983)
1485-3-2-1 Education

128. The Yukon Economy, Cohort Survival and Energy Models (May 1983)
3707-7-5 Economic Development

129. The Yukon Economy - Situations Summary and Action Objectives (1982)
4300-4 Finance (Conference)

130. Yukon Electrical Public Utilities Board Report on Design of Electric Rates (May 1983)
3761-2 Economic Development

131. Yukon Government Summary Statement on Yukon Placer Mining Guidelines (November 1983)
3771-7-2 (volume 5) Economic Development

132. Yukon Strategic Plan - Draft #1 (March 1983)
1442-3-7 (closed) Education

133. Y.T.A./Y.T.G. Arbitration Hearing Submission (October 1980)
1439-29-3 Education (Schools)

APPENDICES

APPENDIX 1

ACCESS TO INFORMATION BROCHURE

ACCESS TO INFORMATION

Yukon
Department of Education

WHAT IS ACCESS TO INFORMATION?

In October 1983, the Yukon Legislative Assembly approved an Access to Information Act. This act allows the public to examine information contained in the records of Yukon Government departments and agencies, subject only to certain specific and limited exceptions.

WHAT INFORMATION CAN I SEE?

Much government information is contained in published reports. These are usually available through the library system or directly from the departments producing the report. The Access to Information Act, however, makes it possible for the public to examine information contained in the actual records of the Government of Yukon. These records include files, letters, agreements, microfilms and computer data covering all aspects of government operations.

HOW DO I LOCATE INFORMATION?

If you are interested in seeing information kept by the Government of Yukon, you should consult the Access Index. This lists and cross-references the many departmental records that the government maintains. It is available in the Yukon Archives and in community libraries throughout the Yukon. The index will help you identify the information you require.

CAN I GET HELP?

The Yukon Archives can assist you in cases where you have trouble finding the information you want. Archives staff will spend three hours working on your request before an additional charge is made for research assistance.

WHAT CHARGES ARE THERE?

There is a $5.00 fee for initiating an access request. This is the only fee you will have to pay if you can specify the material you require. Additional fees for research assistance only come into effect if archives staff have to spend more than three hours helping you locate information. For the next two hours of research assistance the charge is $25.00, and there are higher fees if longer periods of assistance are required. You may also be charged for photocopying at current archives rates, and for computer time or transcription services at rates based on actual costs. You will be informed before any of these additional fees are incurred on your behalf.

HOW LONG WILL IT TAKE?

The Access to Information Act specifies that your access request must be granted or denied within thirty days. Occasionally it may be impossible to process an application because it does not give enough details to locate the information being sought. These applications will be returned, and when sufficient details are received, they will be handled within thirty days.

WHAT INFORMATION IS EXCLUDED?

There are some specific exceptions to the public's access to information under the Act. These restrictions cover access to such things as personal information about individuals other than the applicant, information that would be illegal to release under other laws, information that might result in financial loss or gain to a person or a department, information given in confidence, or information dealing with proposed legislation. In addition, the records of cabinet are not accessible under the Act, nor are communications with cabinet ministers concerning proposed government policies or decisions.

WHAT IF MY REQUEST IS DENIED?

If denied access to government information, you will be informed in writing of the reasons for this and of the appeal procedure open to you. The first level of appeal is to the Minister of the department from which you requested records, and must be in writing. There is a further appeal available to a judge of the Yukon Supreme Court.

HOW CAN I FIND OUT MORE ABOUT ACCESS TO INFORMATION?

To obtain more information or to place an access request, you should contact:

Yukon Archives
Box 2703
Whitehorse, Yukon
Y1A 2C6

Whitehorse telephone: 667-5321
Toll free number within Yukon: Zenith 1-667-5955

APPENDIX 2

STATUTES OF THE YUKON TERRITORY

1983, Chapter 12

ACCESS TO INFORMATION ACT

(Assented to November 3, 1983)

The Commissioner of the Yukon Territory, by and with the advice and consent of the Legislative Assembly, enacts as follows:

1. (1) This Act may be cited as the Access to Information Act.

2. (1) In this Act,

"Archivist" means the person appointed as the Archivist under the Archives Act;

"department" means

(a) any department, branch, or unit of the public service of the Government of Yukon, and

(b) any board, commission, foundation, corporation or other similar agency established as an agent of the Commissioner of Yukon;

"information" means information in any form including information that is written, photographed, recorded or stored in any manner whatsoever;

"public business" means any activity or function carried on or performed by a department;

"record" means the form in which information is kept.

3. (1) The purpose of this Act is to provide reasonable access by the public to information in records of departments and to subject that right only to specific and limited exceptions necessary for the effective operation of departments in the public interest.

4. (1) Subject to this Act, every person shall have access to information relating to the public business of the Government of Yukon.

5. (1) Any person may request information in a record of a department by applying to the Archivist.

(2) The request may be made orally or in writing, and if the request is made orally the person who receives it shall make a written record of the relevant particulars of the request.

(3) The person who makes the request shall describe the record or the subject matter of the information he wants with enough detail about time, place, person, or event to enable a person familiar with the subject matter to identify the relevant record.

(4) If the record containing the requested information cannot be identified, the Archivist shall, in writing, tell the person who made the request that the record cannot be identified and ask him to give more details that might help a departmental official identify the relevant record.

(5) If the record containing the requested information can be identified but the information cannot be supplied immediately or the record cannot be located, the Archivist official shall, in writing, tell the person who made the request when he can return for the information.

(6) If the record that contained the information no longer exists the Archivist shall, in writing, tell the person who made the request that the record no longer exists and, if possible, when it was destroyed.

(7) A request for information shall be made during the regular working hours of the office of the Archivist.

6. (1) A request for information shall be granted or denied within 30 days after the day on which the request is made.

(2) A request for information that is not granted within 30 days of the day on which the request was made or within the extended time allowed under subsection (3), shall be deemed to have been denied and the reasons for the denial shall be provided.

(3) If the record containing the requested information cannot be identified and the person who requested it has been asked to give more details to help identify the relevant record, the request shall be granted or denied within 30 days after enough additional details are given to enable the record to be identified.

7. (1) If the request for information is granted and the prescribed fee has been paid the Archivist shall make the information available and provide copies of the record upon request.

8. (1) There is no right to information under this Act where access to it or its release

(a) would disclose information the confidentiality of which is protected by law;

(b) would reveal information concerning another person's identity, residence, dependents, marital status, employment, financial transactions, income, assets and liabilities, credit worthiness, education, character, reputation, health, physical or personal characteristics, or mode of living, where that information was given in the reasonable expectation that its confidentiality would be protected;

(c) would violate the confidentiality of information that was given by another government;

(d) would violate the confidentiality of information that was given by another person and is of a kind consistently treated as confidential by that person;

(e) would likely cause a financial loss to or gain for a person or department, or affect the competitive position of a person or department;

(f) would jeopardize negotiations in relation to an existing or proposed agreement or contract;

(g) would disclose the substance of proposed legislation or regulations;

(h) would disclose the existence or content of opinions or recommendations communicated to, between, or from members of the Executive Council on matters relating to the formulation of government policy and the making of government decisions;

(i) would disclose any agenda for or record of the deliberations of the Executive Council;

(j) would disclose legal opinions or advice given to a person or department, or privileged communications as between solicitor and client in a matter of departmental business;

(k) would be detrimental to the proper enforcement of any law of Canada or of the Territory, the conduct of lawful investigations in respect of such laws, the administration of justice, or the proper custody, control or supervision of persons under sentence;

(l) would violate any right respecting intellectual property, including any copyright, patent right or trade mark right;

(m) would hamper an audit in progress or reveal an auditing program or auditing operation plan;

(n) would likely prejudice the outcome of judicial proceedings in progress.

9. (1) If a record contains some information that cannot be disclosed, that portion of the record shall not be disclosed and the remainder shall be disclosed.

(2) If it is not practical to separate the portion of the record that can be disclosed from the portion that cannot be disclosed, the portion that can be disclosed shall, if the prescribed fee is paid, be transcribed into a form that can be disclosed to and used by the person who requests the information.

10. (1) A request for information may only be denied

(a) where the record of the information does not exist, or

(b) in accordance with section 8.

(2) If a request for information is denied the Archivist shall give to the person who made the request

(a) written reasons for the denial, and

(b) a written description of the right and procedure for appealing against the denial.

11. (1) If the request for information is denied, the person who made the request may appeal the denial by delivering to the Archivist a written notice of appeal within 15 days after the day his request was denied.

(2) The appeal shall be considered and decided by the Executive Council member charged with responsibility for the department to whose operation the information relates.

(3) The appeal to the Executive Council Member is not a judicial proceeding and he may review the request and the denial in any manner and consult with any person and hear any representations and receive any recommendations as he thinks appropriate.

(4) The Executive Council Member shall, within 30 days after the notice of appeal is delivered to the Archivist, uphold, vary or overrule the denial and shall give reasons for the decision.

(5) If the Executive Council Member overrules or varies the denial, he shall issue appropriate instructions to ensure that the requested information, or the portion that he decides can be released, is made available to the person who made the request.

12. (1) If the request for information has been denied by the Executive Council Member, the person who requested the information may appeal by means of a petition to a judge of the Supreme Court.

(2) On the appeal to him the Supreme Court judge may require the production of and may inspect the information that is the subject of the appeal, if the information exists, but that inspection shall be conducted without the presence of any person and the confidentiality of the information shall be preserved pending the judge's decision about whether the person who requests the information has a right to it.

(3) Upon hearing the appeal, the Supreme Court judge may

(a) order that the Archivist grant the request for some or all of the requested information,

(b) order that the denial of the request be upheld in relation to some or all of the information, or

(c) make any order in consequence of, or to implement, an order under paragraph (a) and (b) that seems necessary and just in the circumstances.

(4) If under section 8 there is no right to the requested information the Supreme Court judge shall not order the Archivist to grant the request.

13. (1) The Commissioner in Executive Council may make regulations

(a) prescribing fees for the purposes of this Act,

(b) without requiring the use of any particular form, prescribing forms that may be used under this Act, and

(c) prescribing such procedures as are not established by the Act as may be necessary to carry out the purposes of the Act.

14. (1) This Act comes into force on a date to be fixed by the Commissioner in Executive Council.

APPENDIX 3

Access to Information Act
Sections relating to
the denial of requests

3 (1) The purpose of this Act is to provide reasonable access by the public to information in records of departments and to subject that right only to specific and limited exceptions necessary for the effective operation of departments in the public interest;

6 (2) A request for information that is not granted within 30 days of the day on which the request was made or within the extended time allowed under subsection (3), shall be deemed to have been denied and the reasons for the denial shall be provided;

8 (1) There is no right to information under this Act where access to it or its release

(a) would disclose information the confidentiality of which is protected by law;

(b) would reveal information concerning another person's identity, residence, dependents, marital status, employment, financial transactions, income, assets and liabilities, credit worthiness, education, character, reputation, health, physical or personal characteristics, or mode of living, where that information was given in the reasonable expectation that its confidentiality would be protected;

(c) would violate the confidentiality of information that was given by another government;

(d) would violate the confidentiality of information that was given by another person and is of a kind consistently treated as confidential by that person;

(e) would likely cause a financial loss to or gain for a person or department, or affect the competitive position of a person or department;

(f) would jeopardize negotiations in relation to an existing or proposed agreement or contract;

(g) would disclose the substance of proposed legislation or regulations;

(h) would disclose the existence or content of opinions or recommendations communicated to, between, or from members of the Executive Council, on matters relating to the formulation of government policy and the making of government decisions;

(i) would disclose any agenda for or record of the deliberations of the Executive Council;

(j) would disclose legal opinions or advice given to a person or department, or privileged communications as between solicitor and client in a matter of departmental business;

(k) would be detrimental to the proper enforcement of any law of Canada or of the Territory, the conduct of lawful investigations in respect of such laws, the administration of justice, or the proper custody, control or supervision of persons under sentence;

(l) would violate any right respecting intellectual property, including any copyright, patent right or trade mark right;

(m) would hamper an audit in progress or reveal an auditing program or auditing operation plan;

(n) would likely prejudice the outcome of judicial proceedings in progress.

APPENDIX 4

POLICY

TITLE: ACCESS TO INFORMATION
DATE OF ISSUE:
RELATED DIRECTIVES: POL 2/18
POL 2/19
PRO 2/117

EFFECTIVE DATE: 84-04-01
ORIGIN: TOURISM, RECREATION AND CULTURE

SCOPE: This policy applies to any department, branch or unit of the public service of the Government of Yukon, and any board, commission, foundation, corporation or other similar agency established as an agent of the Commissioner of Yukon.

POLICY

1. Unless otherwise provided for, such as in Vital Statistics or Motor Vehicles, formal access to information in government files is to be in accordance with the provisions of the Access to Information Act.

2. Requests for access can be denied only in accordance with the specific sections of the act, namely sections 3(1); 6(2) and 8(1) (a) - (n).

PROCEDURES

TITLE: ACCESS TO INFORMATION
DATE OF ISSUE:
RELATED DIRECTIVES: POL 2/18
POL 2/19
PRO 2/117

EFFECTIVE DATE: 84-04-01
ORIGIN: TOURISM, RECREATION AND CULTURE

SCOPE: These procedures apply to any department, branch or unit of the public service of the Government of Yukon, and any board, commission, foundation, corporation or other similar agency established as an agent of the Commissioner of Yukon.

PROCEDURES:

RECEIPT OF REQUESTS

1. Requests will be received by Yukon Archives staff; at which point the requests will be date stamped and the due date noted.

2. Where possible specific files will be identified by the requestor from the Access Index.

3. If the requestor cannot identify the specific files, archives staff will attempt to do so. If both of these efforts fail, departmental staff will be contacted for assistance.

PROCESSING OF REQUESTS

4. The request will be forwarded to the department in a confidential envelope. The form indicates: files requested and date by which the request must be answered. Unless otherwise specified by the department the requests will be forwarded to the office of the Deputy Minister.

5. Upon receipt of the request, the department will return the acknowledgement copy to the Yukon Archives. If this copy is not received in the Archives within 4 working days, Archives staff will follow-up with the department.

6. If the department approves the request, it will inform the archives using the form provided. (Copy of the forms are attached to these procedures).

7. A department must respond to a request within 21 days of receipt in order to provide sufficient time in which to respond to the applicant.

EXAMINATION / VIEWING OF MATERIAL

8. Archives staff will arrange for the requestor to view the files at a time convenient for both the requestor and the department.

9. Copies of requested material will be made by archives staff using current archives procedures.

10. The files will be returned either to the department or records stations as soon as the requestor has finished with them and any requested copies have been made.

DENIAL OF REQUESTS

11. In the event that a department denies a request, the Archives should be informed and the relevant section of the Act cited. (Sections 3(1); 6(2) and 8(1) (a) - (n) are attached).

12. Archives staff will inform the requestor of the denial, provide the reasons supplied by the department and outline the appeal procedures available under the Act.

SEPARATION OF MATERIAL AND/OR TRANSCRIPTION

13. If portions of a file cannot be released, archives staff will examine the file to determine if the closed portion can be readily separated from the accessible part.

14. If information has to be transcribed, the department will inform the Archives of the cost of transcription.

15. Archives staff will discuss costs with the requestor and will obtain a deposit prior to requesting that the department arrange for the transcription of the requested information.

16. In cases where some but not all information is released to the requestor, reasons must be given to the requestor regarding the closure of the remaining portions of the file.

APPEAL

17. The appeal procedure has two levels. At the first level, the requestor may appeal in writing to the minister responsible for the department from which records were requested. In responding to the appeal, the minister must give reasons in writing (Section 11(4)) for his or her decision. The second level is an appeal to a judge of the Supreme Court of Yukon.

ACCESS INDEX

18. The Yukon Archives developed an inventory of all records held by the government prior to the implementation of the Act.

19. The index is arranged by department and contains a subject index. It is designed to permit members of the public to identify specific files relating to their information request.

20. It will be necessary to revise this inventory on a regular basis to ensure the continued smooth administration of the Act.

21. Twice yearly, archives staff will request departments to provide revised file plans from which the inventory will be updated.

22. In instances where a department has developed a new file plan or made major revisions to an existing plan, it is requested that a copy of the new plan be forwarded to the Archives for use until the inventory is updated.

APPENDIX 5

SCHEDULE OF FEES RESPECTING ACCESS TO INFORMATION ACT

1.	Upon receipt of initial request.	$ 5.00
2.	More than three hours and less than five hours required to identify material.	25.00
3.	One full day required to identify material.	50.00
4.	Additional days required to identify material. (cost per day)	50.00
5.	Photocopies: Charges will be the same as outlined in regulations passed under the Archives Act (C.O. 1979/84)	
6.	Transcription of material: based upon actual cost. Person will be informed prior to any work being undertaken.	

APPENDIX 6

Yukon
Department of Tourism,
Recreation and Culture

№ 020

ACCESS TO INFORMATION APPLICATION

APPLICANTS NAME:

SURNAME	GIVEN NAME		TELEPHONE
STREET	TOWN/CITY	PROVINCE/TERR.	POSTAL CODE

NATURE OF INFORMATION REQUESTED:

SPECIFIC FILES ETC. REQUESTED:

DEPARTMENT	BRANCH/SECTION	TOWN/CITY
FILE NO.	TITLE	DATES

APPLICANTS SIGNATURE _____ DATE _____

ARCHIVIST _____ DATE _____

FOR ARCHIVES USE ONLY ACTION DATE _____

DEPARTMENT REFERRED TO: DATE:

FEES TO BE PAID:

☐ BASIC APPLICATION $5.00 _____

☐ ADDITIONAL RESEARCH FEES: _____

_____

TOTAL RECEIVED _____

RECEIPT NUMBER _____

YG/[illegible]/3

ARCHIVES